



## **DRUG AND ALCOHOL POLICY**

### **Policy Introduction:**

The Rural Municipality of Whitemouth is committed to providing a safe working environment for all employees, contractors and our customers/clients. Being impaired at work is an extremely serious matter that affects the health and safety of The Rural Municipality of Whitemouth employees and others. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to The Rural Municipality of Whitemouth. This policy sets out The Rural Municipality of Whitemouth and its employees' respective responsibilities regarding alcohol and drugs in a work-related setting.

### **Policy Statement:**

The Rural Municipality of Whitemouth prohibits:

- a. the use of alcohol, or any drug that results in an employee being impaired; and
- b. the sale, use, provision, possession of, or any other activity related to, any drug or alcohol that is contrary to any applicable law

While the employee is on the Rural Municipality of Whitemouth premises, or while performing job functions or otherwise acting on behalf of the Rural Municipality of Whitemouth.

### **Definitions:**

**"Drug"** means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capability of causing a person to be impaired.

**“Impaired”** means an employee’s ability to carry out the employee’s job functions in a safe, efficient, or competent manner is negatively affected.

**“Safety-Sensitive Duty”** means an employment-related duty requiring the employee to operate motorized vehicles, trucks, heavy equipment, or machinery, or other duty defined by The Rural Municipality of Whitemouth or the applicable industry as safety-sensitive.

### **Employee Responsibilities:**

As a condition of employment, all employees are required to comply with the following while on The Rural Municipality of Whitemouth premises, or while performing the employee’s job functions or otherwise acting on behalf of the Rural Municipality of Whitemouth:

- a. Not breach any applicable law related to any drug or alcohol;
- b. Not be impaired;
- c. Determine, with the employee’s licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired;
- d. Employees required to perform any safety-sensitive duty must inform the Chief Administrative Officer or his or her about the employee’s use of any drug or alcohol that may cause them to be impaired;
- e. Advise their immediate supervisor whenever they believe another employee is impaired.

### **Dependence on Drugs or Alcohol**

#### **Accommodation**

An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to the Rural Municipality of Whitemouth and co-operate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

The Rural Municipality of Whitemouth will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the Chief Administrative Officer or his/her designate. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their health care professional. Employees also have an obligation to participate in accommodation efforts.

## **Consequences**

Employees who present themselves as impaired will be asked by the Chief Administrative Officer or his/her designate to leave the workplace while they are impaired. The incident shall be documented and presented to the Chief Administrative Officer or his/her designate of The Rural Municipality of Whitemouth. Please follow the chain of command below in case the Chief Administrative Officer or his/her designate are absent:

1. Public Works Supervisor
2. Union Representative/Shop Steward

Employees who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to *disciplinary action, up to and including termination of employment, and may also be subject to legal proceedings.*

An employee who carries out safety-sensitive duties and who is involved in a safety-related incident before informing The Rural Municipality of Whitemouth of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately.

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