
Substance Use

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Category:	Human Resources
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POLICY

The College strictly prohibits employees from manufacturing, offering for sale, selling, distributing, consuming, or using drugs or alcohol during working hours, whether on or off College property, unless such use is expressly authorized by the College.

Employees are responsible for their consumption or use of legal substances (including medications, cannabis, or alcohol) preceding a work shift and must allow sufficient time for the impairing effects of any legal substances consumed to have fully resolved. The College strictly prohibits employees from consuming or using drugs or alcohol whether on or off duty in circumstances, or at a time, such that the employee is impaired by drugs or alcohol during their working hours. Employees are expected to arrive to work fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain fit for duty at all times during working hours.

Employees who are impaired for any reason, including but not limited to the ingestion of legal substances, must disclose the fact they are impaired to the Human Resources Department, or a supervisor, prior to commencing work. Where the employee becomes impaired during working hours, they must not return to work or must immediately cease working, and must disclose the fact they are impaired to the Human Resources Department, or a supervisor.

Employees breaching this policy will be subject to discipline up to and including termination of employment.

PURPOSE

Northern Lights College is committed to the health and safety of its employees and students. The College recognizes that the use of drugs or alcohol, including certain medications that cause cognitive impairment, and impairment generally, creates a safety risk and can have serious effects on College employees, students, the work and learning environments, and the public. Accordingly, the College is committed to preventing impairment in the workplace and during an employee's working hours.

SCOPE

This Policy applies to all employees of the College.

PROCEDURE**Responsibilities****Employees**

- i. Employees must abide by the provisions of this Policy and be aware of their responsibilities under it.
- ii. If an employee becomes aware of conduct contrary to this Policy by another person (including another employee) that endangers the person or anyone else, the employee must immediately inform the College.

Supervisors

- i. A supervisor must not knowingly permit an employee to remain at the workplace if he/she has reasonable cause to believe that the employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason.
- ii. If a supervisor has reasonable cause to believe that an employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason, the supervisor must immediately remove the employee from the performance of their duties, complete a reasonable cause assessment, and whenever practicable have a second supervisor or member of the Human Resources Department attempt to confirm the suspicion.

Special Situations**A. Medication**

Where an employee is required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician's directions, at a time, whether on or off of College property, that could cause them to be impaired during working hours they are required to adhere to the following:

- the employee must notify the Human Resources Department, or a supervisor, prior to using medication during working hours that could cause them to be impaired, and prior to attending work impaired, to determine whether their use of that medication can be accommodated; and
- while the employee is not required to disclose their specific medical diagnosis, they must provide medical confirmation authorizing their use of the medication in order for the College to consider a request for accommodation. Any medical license or prescription relied on for the use of medical cannabis must be issued in accordance with the applicable statutory requirements.

If an employee uses medication in breach of this Policy, without first disclosing their need to use such medication to the Human Resources Department, or a supervisor, they may be subject to discipline up to and including termination of employment.

B. Addiction or Substance Use Disorder

The College understands that certain individuals may develop an addiction or substance use disorder related to their use or consumption of drugs, alcohol, or medication, and that this may be defined as a disability. The aim of this section is to ensure health and safety by encouraging employees with addictions or substance use disorders to come forward and obtain treatment before their use of drugs, alcohol, or medication impacts the workplace or learning environment.

Where an employee has or suspects they may have an addiction or substance use disorder, and where that addiction or substance use disorder does not render them unable to do so, they are required to notify the Human Resources Department, or a supervisor, prior to their use of drugs, alcohol, or medication during working hours, whether on or off of College property, and prior to their attending work impaired.

Where an employee discloses an addiction or substance use disorder prior to breaching this Policy, the College will take reasonable steps to assist them through the Employee and Family Assistance Program or, where applicable, through any assistance program provided through the Union. No employee who discloses an addiction or substance use disorder prior to breaching this Policy will be disciplined because of the individual's disclosure or their involvement in a rehabilitation effort.

If an employee uses drugs or alcohol in breach of this Policy without first disclosing their use to the Human Resources Department, or a supervisor, they may be subject to discipline up to and including termination of employment.

C. Accommodation

Where an employee discloses their use of medication that could cause them to be impaired during working hours, or discloses an addiction or substance use disorder in accordance with this Policy, the College will work with that individual to determine what, if any, accommodation could reasonably be provided to that individual.

The provision of reasonable accommodation to persons with disabilities related to the use of medication that could cause them to be impaired, or to persons with addiction or substance use disorder, requires cooperation and collaboration between the individual requesting the accommodation, their union where applicable, and the College. Individuals requesting accommodation have a duty to facilitate a reasonable accommodation offered by the College.

DEFINITIONS

Drug(s): includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.

Impaired or Impairment: a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.

Substance Use Disorder: means the conditions as defined in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) as amended from time to time, and includes Cannabis Use Disorder.

College Property: includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, containers, and vehicles, whether owned, leased or used by the College and wherever located.

Working Hours: means the hours an employee works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes but is not limited to paid and unpaid breaks, and any overtime hours the employee is required to, offers to, or does work.

STAKEHOLDERS

All employees of Northern Lights College

RELATED POLICIES AND REFERENCES

Smoking A-1.05
Health & Safety H-1.10

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	August 2018	AVP, People and Institutional Strategy	College Policy Committee

Next Scheduled Review Date

2024