

## **WORKPLACE SUBSTANCE MANAGEMENT POLICY**

### **1. Purpose**

The purpose of this policy is to ensure that the City of Dawson Creek:

- a) Continues to demonstrate its commitment to maintaining and promoting a safe, healthy and productive working environment. The City does this by outlining its expectations regarding the use of legal or illegal substances that impact employees, contractors or volunteers ability to perform their duties safely and efficiently;
- b) Complies with the legal duty, and other legislated or contractual requirements, to accommodate employees and manage the risks associated with substance dependency especially in safety sensitive positions;
- c) Defines processes and procedures to effectively and efficiently deal with substance-use issues that impact the workplace and/or an individual's ability to safely and efficiently perform their assigned tasks; and
- d) Provides individual's with substance dependence, the opportunity to get well.

### **2. Policy**

This Policy applies to:

- a) All City of Dawson Creek employees, contractors and volunteers who perform work or provide services to or on behalf of the City of Dawson Creek, and includes work or services performed on City premises or affiliated sites; and
- b) All parties that have a shared responsibility concerning alcohol and/or legal or illegal drug use.

### **3. Responsibilities**

- a) All City of Dawson Creek employees, contractors and volunteers are responsible for:
  - i. Reporting fit for work and remaining fit for work at all times while conducting City of Dawson Creek business;
  - ii. Informing their supervisor immediately if they are unable to safely and efficiently perform their duties due to the consumption of alcohol or legal or illegal drugs;
  - iii. Abstaining from any substance prior to or during a scheduled work shift that could impair their ability to safely and/or efficiently perform their duties;
  - iv. Refraining from the possession, distribution, offering or sale of illegal or legal substances at the workplace, except in the case of a sanctioned City of Dawson Creek event where alcohol or marijuana may be provided (see 3.2.3); and
  - v. Assuming responsibility for their substance dependency and seeking professional assistance, including following any recommended treatment and relapse prevention programs following treatment.
- b) Senior Staff, Managers and Supervisors are accountable for:
  - i. Informing their staff of the policy, and applying it consistently;
  - ii. Taking action when an employee's work performance is unacceptable or an individual's actions jeopardize the safety of themselves, others, or the

- reputation of the City of Dawson Creek. No attempt should be made to diagnose a health problem or substance dependency; and
- iii. Determine whether alcohol or marijuana will be made available at business or staff functions. Individual's hosting the event, on or off City of Dawson Creek premises, must ensure the event is managed in a way that avoids the potential for accidents, by identifying and eliminating potentially harmful situations. Managers may authorize the cost and use of alternate transportation such as taxis, for individual's leaving such events.

#### **4. Consequences of Non-Compliance**

All policy violations will be investigated by the appropriate parties to determine the most suitable course of action.

- a) Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment;
- b) Contractors who are found in violation of this policy may be subject to suspension or termination of the contract; and
- c) Volunteers who are found in violation of this policy may be subject to consequences, up to and including termination of their voluntary assignment.

#### **5. Investigation Process**

- a) If a supervisor or manager identifies an unacceptable work performance by an employee, contractor or volunteer, or has other reason to believe that the person would be unable to safely perform their job, that person will be immediately removed from the work situation. The Department Manager and Supervisor will conduct a fact-finding investigation;
- b) If the employee is a member of the bargaining unit, the employee will be entitled to union representation from (CUPE 2403 and IAFF 2136) in compliance with the Collective Agreement between the parties;
- c) Alcohol and/or drug testing may be required as part of the investigative process; and
- d) Appropriate action following the fact-finding investigation will be determined in consultation with the Chief Administrative Officer and Department Manager. Appropriate action could include accommodation under Duty to Accommodate provisions of the Canadian Human Rights Act, or disciplinary action up to and including termination.

#### **6. Alcohol and Drug Testing**

- a) An employee will not arbitrarily be asked to submit to substance testing;
- b) Testing is only completed by a qualified service provider;
- c) Associated testing fees will be paid for by the City of Dawson Creek; and
- d) The City of Dawson Creek can have the employee submit to substance testing in the following situations:

- i. Reasonable cause, where an employee exhibits, or evidence points to, behaviour sufficient to give the employer reason to suspect the employee has consumed alcohol or drugs. Observed behaviours may include slurred speech, staggering, smelling of alcohol or marijuana, etc.;
- ii. Post treatment (random testing for monitoring abstinence), where a medical professional has recommended testing as part of relapse prevention or post treatment regime. In most cases abstinence monitoring is recommended following treatment, to mitigate safety risks, especially when the employee is returning to a safety sensitive position or where supervision is limited. In some cases, abstinence monitoring will be recommended in non-safety sensitive positions to check for and encourage abstinence; and
- iii. Post incident/near miss (where reasonable cause exists), where an event has occurred and there is a need to determine the cause. This is done only in cases where there is a possibility that the event may have been caused by an employee's substance use.

**Substance Abuse Policy:**

**REAFFIRMED BY COUNCIL:**

**DATE: April 30, 2001**

**DATE: September 14, 2015**

**NOTE: Renamed To**

**Workplace Substance Management Policy:**

**AMENDED BY COUNCIL:**

**DATE: October 5, 2020**