

3.7 SUBSTANCE ABUSE POLICY

POLICY

Burnaby Association for Community Inclusion recognizes alcohol and substance addiction as a treatable disease. It is committed to the health and safety of its employees through a policy that will not tolerate substance abuse where such abuse affects individual employee job performance.

Society no longer tolerates the misuse of alcohol , drugs or medications. We recognize that we and our employees have the responsibility to ensure the workplace remains free from adverse health effects. This policy is designed to provide clearer expectations of supervisors and employees and encourage employees with substance use problems to seek help to address their problem.

The use of illicit drugs, the inappropriate use of alcohol, and the misuse of medications and other substances can have serious adverse effects on an employee's health, safety and job performance. Misuse of these substances often negatively impacts the services that we provide, individuals that we serve and other employees. Each employee has a personal responsibility to help eliminate drug and alcohol misuse in the workplace. Alcohol or drug dependency is a treatable condition and early intervention greatly improves the probability of lasting recovery.

This policy is put into motion when an employee's abuse of any mood altering substance has a negative impact on the job. When an employee's work is found to be adversely affected or if in the opinion of the supervisor the employee's safety or the safety of others is at risk by the influence of a mood altering substance, whether legal or illegal, that employee will be subject to discipline up to and including termination. This policy applies to all employees.

EMPLOYEE RESPONSIBILITIES

As an employee of BACI, you are expected to:

- promote a working environment that does not tolerate the inappropriate use of alcohol, illegal drugs or misuse of medications;
- seek assistance, if required, by way of a confidential assessment, counselling and referral through the Employee Assistance Program;
- ensure you do not consume during, or report to work under, the influence of alcohol, illicit drugs or misuse of medications. For those employees in a *safety sensitive position*¹:
 - a) No amount of alcohol or illegal drugs in the bloodstream will be tolerated; and

¹ A *safety sensitive position* is defined as a position in which an employee is charged with the care or entrusted to maintain the well-being of children or adults that BACI serves; with operation of equipment or vehicles.

- b) Prescription medications must be monitored by a physician to ensure they do not adversely affect the work being done;

EMPLOYER RESPONSIBILITIES

BACI recognizes that it has a leadership role to play in any case of inappropriate substance use or substance abuse among its employees. Key to that leadership role is the promotion of substance abuse programs for treatment and ongoing management of job performance.

BACI will:

- provide information emphasizing awareness, education and voluntary self-referral for assistance;
- support the rehabilitation and return to work of employees who have had problems with alcohol, illegal drug or medication dependency within the principles of "duty to accommodate";
- provide sickness and disability benefits to the extent of eligibility when:
 - a) an employee is cooperating fully in a treatment program and requires time away from work for program appointments;
 - b) an employee is unable to work, but is following a prescribed treatment program under medical supervision and is cooperating fully.

All employees will be made aware of this policy through the policy manual, orientations and staff meetings. Gross violations of this policy may be subject to immediate termination.

When an employee allows his or her consumption of substances to negatively impact on the job, the following steps will be taken:

- STEP 1** The first incident will result in the employee being sent home for the balance of the day without pay. The employee will receive a written warning, which will reference the Employee Assistance Program.
- STEP 2** The second incident will bring about a five day suspension with an other letter outlining the various alternatives for obtaining help, including the Employee Assistance Program.
- STEP 3** The third occasion will result in a 60 day suspension with a rigid return to work agreement. All substance abuse treatment needs will be determined by an external physician chosen by the employee from a list of approved addiction treatment professionals.

Prior to the employee's return to work, they must provide letters to BACI attesting to their cooperative involvement in each aspect of their recovery. If there are any

negative responses at the end of the 60 day suspension the employee will be immediately terminated from employment.

The return to work agreement is a document signed by the employee, manager, Union and treating professional. Any deviations from or failure to sign the return to work agreement will result in immediate termination.