

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

**POLICY FOR SUBSTANCE ABUSE**

**PURPOSE:**

The Township of O'Connor recognizes the importance of employees, fire and first response members and Council members, performing their duties in a safe and predictable manner. Being under the influence of drugs (including recreational cannabis) or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, the Township of O'Connor reserves the right to prohibit certain items and substances from being brought on to, or present on Township premises.

The purpose of this policy is to protect these same individuals and the general public from risks which may result from employee or municipal representative drug or alcohol, induced behaviour.

**POLICY STATEMENT:**

The Township of O'Connor is committed to the health and safety of its employees, fire and first response members, Council members and the public. The Township of O'Connor also recognizes that substance abuse is a danger to the health and safety of the individual, co-workers and the public and therefore it is never permitted for an employee, fire or first response member or Council member to be under the undue influence of drugs and/or alcohol when performing duties for or on behalf of the Township of O'Connor.

The Township also recognizes that addiction to alcohol, illegal drugs, prescription or over-the-counter medication is a disability under the Human Rights Code. Accordingly, the Township of O'Connor offers employees, fire and first response members and Council member assistance through the implementation of the Employee Family Assistance Program (EFAP) Policy.

**POLICY:**

This policy is relevant to all Township of O'Connor employees, fire and first response members and Council members when working, when volunteering and when representing the Township at a function or special event, be it at Council meetings, training or workshop sessions and/or conventions, whether held on Township property or elsewhere and during or outside of normal business hours.

The Township is aware that an employee, fire or first response member or a member of Council may consume alcohol at a social function or at an occasion where alcohol is normally consumed in the course of a business function.

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In these situations the employee or fire or first response member or council member must ensure that he/she behaves responsibly and professionally and does not become impaired to the point that his/her actions result in unacceptable behavior. Alcohol, recreational cannabis and illegal drugs are prohibited at all times. Individuals consuming prescription drugs, including medical cannabis, or over-the-counter medication must carefully monitor themselves in order to ensure that they can remain alert and productive, and that their judgment is not impaired at any time that could result in unacceptable behavior.

Guidelines for the use of medical cannabis in the workplace are prescribed in the Township of O'Connor's Policy for Medical Cannabis.

### **PROCEDURE:**

1. Employees, fire and first response members and Council members who are taking prescription drugs or over the counter drugs and have been found to have his or her judgment impaired by these same drugs shall be sent home on sick leave and if no sick leave time is available they will be sent home without pay. Transportation home for the individual shall be provided. **Under no circumstance will the individual be allowed to drive him/herself home.**
2. Employees, fire and first response members and Council members who report to duty under the influence of alcohol or illegal drugs shall be immediately sent home without pay. Transportation home for the individual shall be provided. **Under no circumstance shall the individual be allowed to drive him/herself home.**
3. If employees, fire and first response members or Council members, in the course of their duties, are found to be using alcohol or illegal drugs shall be immediately sent home without pay. Transportation home for the individual shall be provided. **Under no circumstance shall the individual be allowed to drive him/herself home.**
4. The immediate supervisor shall be responsible for notifying and advising the Clerk-Treasurer that an employee is suspected of being in violation of this policy.
5. The immediate supervisor or Clerk-Treasurer shall be responsible for documenting any incidents of substance

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abuse as described above and will place the document in the individual's personnel file.

6. The Supervisor in conjunction with the Clerk-Treasurer shall determine the appropriate disciplinary action required in accordance to:
  - For Employees – the Progressive Disciplinary Policy
  - For Fire & First Response Members – Standard Operating Guide Line (SOG) 1404
  - For Council – The Council Code of Conduct

### **EFFECTIVE DATE:**

This policy shall come in effect as of the date of November 28, 2011

Reference:

Amended by Council Resolution # 7 – October 9, 2018