

	POLICY / PROCEDURE	No.	4.7
	Alcohol & Cannabis Policy	Effective Date	2020-10-27
		Revision Letter	B
		Council Approval	2020-18-06

1.0 Purpose

The District of Fort St. James wishes to promote a safe and healthy workplace that supports Employee well-being. Impairment in the workplace can affect individual health, workplace safety, and operations. Therefore, it is important that the District of Fort St. James have this policy to maintain a safe working environment and that decision making not influenced by any Substance.

The District of Fort St. James recognizes that Substance misuse or dependence (historically referred to as Alcohol abuse and addiction) are serious issues and encourages Employees to identify and obtain treatment for any issues related to Substance misuse or dependence.

The District is committed to:

- A) Maintaining and promoting a safe work environment for its Employees;
- B) Ensuring Employees understand their responsibilities regarding Substance use in the workplace, including the requirement to report to work Fit for Work;
- C) Accommodating Employees with disabilities, which may include a Substance dependency, to the point of undue hardship;

2.0 Scope

The District of Fort St. James Alcohol & Cannabis Policy applies to staff, volunteers, and representatives of the District. No person in the employment of the District of Fort St. James or a designated representative or contractor are excluded from the Alcohol & Cannabis policy, as it is an important measure to maintain a safe, effective, and healthy workplace.

3.0 Procedure

Administrative procedure for handling person(s) found under Reasonable Belief to be under the influence of any Substance:

Employees who violate this policy may be subject to disciplinary action, up to and including dismissal, termination of any contracts with the District, or termination of any voluntary assignments with the District.

All violations of this policy will be investigated by the appropriate parties to determine the most suitable course of action. Employees in violation of this policy who are party to collective agreements will be handled through existing collective agreements including any identified disciplinary, grievance and arbitration processes. Employees in violation of this policy who are not party to a collective agreement, will be subject employment law. The Chief Administrative Officer is authorized to make any necessary inquiries and determine appropriate disciplinary action.

The District of Fort St. James understands that addictions related to Substances are a mental disorder. Employees under any Reasonable Belief to be under the influence at work will be advised to receive counseling services. The District wishes the well being of any of the District Employees.

The District of Fort St. James will not tolerate this type of behavior. Therefore, the District of Fort St. James will

terminate any Employee that under Reasonable Belief has attended work under the influence.

4.0 Definitions

- 4.1 *Alcohol* a colorless volatile flammable liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks, and is also used as an industrial solvent and as fuel.
- 4.2 *Cannabis* a drug derived from the family of plants that includes hemp. Cannabis can be smoked or eaten and causes intoxication of its users;
- 4.3 *Employee* means a person who is a "worker" as defined in the Workers Compensation Act, RSBC 1996, c 492, or an authorized volunteer, that carries out work duties on behalf of the District. Eligibility for inclusion as an Employee under this policy does not form an employment relationship between the District and any volunteers or contracted service providers beyond the terms of the contract for services;
- 4.4 *Fit for Work* means being able to perform work duties with efficiency, competence, and in a safe manner compared to established or generally accessed performance standards;
- 4.5 *Reasonable Belief* means a belief that is based on specific events that indicate an Employee, contractor, or volunteer may be impaired. Such events may include physical, performance, or behavioral factors such as slurred speech, staggering gait, or smelling of Alcohol or Cannabis;
- 4.6 *Substance* means any Substance, including Alcohol, Cannabis, illicit drugs, and prescribed medications, the use of which has the potential to impair the ability of a person to safely and productively perform their job;
- 4.7 *Supervisor* means an Employee of the District who supervises other Employees and is accountable for a particular area or shift, including but not limited to senior staff, team leaders, managers, directors, Supervisors, superintendents, and others acting in a supervisory position

5.0 Responsibilities

There is a shared responsibility between the District, Supervisors, and Employees for the successful implementation of this policy.

Employees are responsible for:

- A) Reporting Fit for Work and remaining Fit for Work always while on duty
- B) Using any prescribed Substances responsibly, which includes finding out from their physician or pharmacist whether a prescribed Substances will affect their ability to work and to report to their Supervisor to minimize safety risk and consider appropriate modifications for the workplace if needed;
- C) Informing their Supervisor immediately if they are on duty and not Fit for Work due to the consumption of any Substances;
- D) Refraining from the distribution, offering, or sale of Substances in the performance of work duties or in the workplace;
- E) Where applicable, assuming responsibility for their dependence on a Substance and seeking professional assistance, as well as following any recommended treatment and post-treatment programs;
- F) If Cannabis is required to be consumed during/before work hours for medical purposes, prior approval must be sought from the Chief Administrative Officer and must require a note from the Employee's doctor.

Supervisors are responsible for:

- A) Understanding their role related to managing Substance use in the workplace;
- B) Informing their staff of this policy and guidelines and applying them in a consistent and fair manner;
- C) Taking action to ensure a safe workplace, including when there is Reasonable Belief that an Employee is on duty and not Fit for Work as a result of Substance use, or an individual's actions otherwise jeopardize the safety of themselves, others, or the reputation of the District;
- D) Refraining from any attempt to diagnose an Employee with a health problem or dependency on Substance; and,
- E) Maintaining confidentiality in circumstances related to an Employee's health status. Such information will not be disclosed except as authorized by the informed consent of the Employee or as required by law.

The Chief Administrative Officer and Corporate Officer are responsible for:

- A) Supporting other Supervisors in the interpretation and application of this policy the procedures, and guidelines;
- B) Maintaining this policy and informing the appropriate stakeholders when substantive changes to the policy and any subsidiary documents occur;
- C) Consulting with appropriate stakeholders regarding this policy, procedures, and guidelines; and
- D) Ensuring that all Supervisors and Employees are aware of this policy

6.0 Hosting Business or Staff Functions

The District of Fort St. James will not permit the distribution or use of Substances while on any District premises during regular working hours of the District. The District of Fort St. James will not purchase or reimburse costs for any substances for any reason. However, Alcohol and Cannabis are permitted be used during staff events where it is off District Property and in appropriately licensed venue.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	David Schroeter		
Reviewer	Corporate Officer	Luke Charlton		
Final Approver	Mayor and Council			

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
	B	Ethan L. Fredeen	Revision of the original policy and the inclusion of Substances