

Procedure Number:	8006p
Procedure Title:	Substance Use
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2025

1. Purpose

1.1. These procedures are designed to support the Substance Use policy.

2. General Guidelines

2.1. The University strictly prohibits Workers from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using Drugs or alcohol during Working Hours at a Workplace, whether on or off University Property. In addition, the University strictly prohibits Workers from consuming or using Drugs, alcohol or Medication at any time, including outside of Working Hours, such that the Worker is Impaired during their Working Hours.

3. Responsibility of Workers

3.1. Workers have the following responsibilities:

- Workers must abide by the provisions of this Policy and be aware of their responsibilities under it;
- Workers who are Impaired at the Workplace for any reason, including but not limited to, the ingestion of legal substances, must disclose the fact that they are Impaired to a direct Supervisor or department head, as applicable, prior to engaging in any work on behalf of the University; and
- If a Worker becomes aware of conduct contrary to the Policy by another person that endangers or potentially endangers the person or anyone else at the Workplace, the Worker must immediately inform a direct Supervisor or department head, as applicable.

4. Responsibilities of Supervisors and Managers

4.1. Supervisors and managers have the following responsibilities:

- Supervisors and managers must not knowingly permit a Worker to remain at the Workplace if they have reasonable cause to believe that the Worker's work performance may be affected by the use of Drugs, alcohol, Medication or that the Worker is Impaired for any reason; and
- If a Supervisor or manager has reasonable cause to believe that a Worker's work performance may be affected by the use of Drugs, alcohol, Medication or that the Worker is Impaired for any reason, the Supervisor or manager must immediately remove the Worker from the performance of their duties and document the circumstances, observations, and details forming the basis of the Supervisor's or manager's belief.

5. Drug and Alcohol Testing

The University may employ Drug and alcohol testing in the circumstances set out below.

5.1. Post-incident and near misses

5.1.1. Workers employed in Safety Sensitive positions will be subject to post-incident testing for Drugs and alcohol where an act or omission by a Worker causes or contributes to a Significant Incident, and Impairment due to Drugs or alcohol cannot be eliminated as a contributing factor in the Significant Incident.

5.2. Return to work

5.2.1. Where a Worker is returning to work in a Safety Sensitive position following treatment for a disability related to the use of Drugs or alcohol, or where a physician has recommended abstinence and Drug or alcohol testing due to a Worker's Drug or alcohol use as part of a return to work recommendation or program, the Worker must abstain from the use of any Drug or alcohol, and may be required to undergo Drug or alcohol testing for a period of time, as a component of the Worker's return to work process.

5.3. Reasonable cause

5.3.1. Where the University determines there is reasonable cause to suspect a Worker in a Safety Sensitive position has engaged in the use or possession of Drugs or alcohol in violation of the Policy, reasonable cause testing for Drugs and alcohol may be performed.

5.4. Refusals

5.4.1. Where a Worker:

- refuses to cooperate in any aspect of the testing process, including, but not limited to, a failure to report for a test, a refusal to submit to a test, or an attempt to tamper with a test sample; or

- refuses to consent to disclosure to the University of a test result or other information in connection with a test or the results of a test,
- the Worker will be deemed to have registered a positive result under the Policy.

5.5. Positive Results

5.5.1. Any Worker that tests positive for the presence of Drugs or alcohol in the Worker's body in any of the above circumstances, will be required to leave the Workplace immediately, and will not be permitted to perform any work until the Worker is declared fit to return to work.

5.5.2. In respect of employees of the University, a positive result may also result in discipline, up to and including termination of employment.

6. Individual Situation

6.1. Medication

6.1.1. Where a Worker is required to use Medication (including, but not limited to, medical cannabis), that could cause them to be Impaired during Working Hours, they must notify a direct Supervisor or department head, as applicable, prior to using the Medication and attending work Impaired, to permit a determination of whether their use of that Medication can be accommodated.

6.1.2. If a Worker uses Medication in breach of the Policy, without first disclosing their need to use such Medication to a direct Supervisor or department head, as applicable, the Worker may be removed from the Workplace and/or disciplined, as applicable.

6.2. Addiction or Substance Use Disorder

6.2.1. Where a Worker has or suspects they may have an addiction or Substance Use Disorder, they must notify a direct Supervisor or department head, as applicable, prior to using Drugs, alcohol, or Medication and attending work Impaired.

6.2.2. If a Worker uses Drugs, alcohol, or Medication in breach of the Policy without first disclosing their circumstances to a direct Supervisor or department head, as applicable, the Worker may be removed from the Workplace and/or disciplined, as applicable.

6.3. General

6.3.1. If a Worker discloses the use of Medication, or an addiction or Substance Use Disorder, in accordance with this Policy, the University will work with that Worker to determine what, if any, accommodation could reasonably be provided to that Worker.

7. Breach of this Policy

7.1. Any Worker who is suspected of being Impaired will be required to leave the Workplace immediately, and will not be permitted to perform any work until he or she is declared fit to return to work.

7.2. Any employee of the University who fails to comply with this Policy, may be subject to disciplinary action, up to and including termination of employment.

8. Amendments to this Policy

8.1. The University reserves the right to amend or update this Policy from time to time at its sole discretion.