

## **Fit to Work - Substance Management Policy**

**October, 2018**

### **Policy Overview**

St Andrew's is committed to providing a safe, healthy and comfortable working environment for all, whether staff, members, or visitors. Everyone who is at work should be able and fit to work. Staff members who are under the influence of impairment-causing substances on the job can pose serious safety and health risks to themselves, their co-workers, and others around them. Further, being impaired on the job is unprofessional and can lead to bad judgement. This policy is intended to provide guidance to staff on expectations surrounding the use of various drugs and alcohol in the workplace, as well as offsite, while staff are performing work-related functions.

### **Employee Expectations and Requirements**

1. Staff members are not permitted to work while impaired by any substance.
2. The possession or use of non-prescription (or non-medically-authorized) drugs and consumable products containing drugs such as, but not limited to, cannabis and narcotics are prohibited in the workplace.
3. Smoking any substance, through traditional methods or e-cigarettes or any vaporizing devices, is not permitted in the workplace.
4. If a staff member feels that their use of prescription drugs, including medical cannabis, could impact performance, prevent completion of job functions, or create a safety hazard in the workplace, they are required to disclose the prescription drug use to the M&P Committee.
5. Staff members who are experiencing substance abuse challenges are required to disclose these challenges to the M&P Committee. We are committed to accommodating any staff member who is required to use prescription drugs or medications, as well as any staff member with a substance abuse issue. We acknowledge that drug and alcohol dependencies are protected and recognized as a disability under the Ontario *Human Rights Code*, and therefore considered to be prohibited grounds of discrimination. We will work with the staff member and their physician or medical advisor to devise an individualized treatment plan.
6. If a staff member discloses a drug or alcohol dependency issue after acting in a manner that constitutes misconduct or acting in a manner that is negligent, they will be subject to disciplinary action, up to and including termination, for the behavior or misconduct alone, not the dependency issue.
7. Driving while impaired by drugs and/or medications (prescription or non-prescription) and/or alcohol is illegal. When on church business, staff members are expected to use alternatives such as public transit or a taxi, to be reimbursed by the church.