

THE RURAL MUNICIPALITY OF PINEY

“Drug & Alcohol Free Workplace Policy”

Subject: Drug & Alcohol Free Workplace Policy

Effective Date: February 14th, 2018

Replaces Policy: New

Resolution No.: 39 Resolution Date: February 13th, 2018

PURPOSE

The purpose of this Policy is to notify employees of the RM’s commitment to protect the safety, health and well-being of all employees and the public in maintaining a drug and alcohol free workplace. The policy also ensures that employees and other persons do not use Municipal facilities or vehicles while under the influence of drugs and/or alcohol.

POLICY STATEMENT

It is the policy of the RM to provide and maintain a drug and alcohol free workplace. Unless permitted by law and approved by resolution, no illicit drugs, cannabis and/or alcohol shall be consumed on Municipal property, or in Municipal facilities or vehicles.

POLICY

The RM of Piney recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health and safety risks to users and others and have a negative impact on productivity and morale. Employees whose drug or alcohol use impacts the workplace will be subject to

disciplinary action up to and including termination of employment. The RM of Piney encourages employees to voluntarily seek help with drug and alcohol problems.

Employees are expected to report ready to work in a condition that enables them to properly perform the functions of their positions. If an employee's ability to perform their job duties is impaired, whether from the use of alcohol, illicit drugs, prescribed medications, or over-the-counter medicines, the employee shall immediately notify their supervisor of the impairment.

It is a violation of this policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs, intoxicants or drug paraphernalia in the workplace, including prescription drugs prescribed for another individual. It shall also be a violation of this policy to work or report to work while under the influence of illegal drugs, cannabis or alcohol, regardless of where it is consumed. If an employee violates the policy, they will be subject to disciplinary action, up to and including termination of employment. Nothing in this policy prohibits the employee from being disciplined or discharged for a first violation of the policy or for other violations and/or performance problems.

Where it is determined that an employee has been consuming illegal drugs, cannabis or alcohol on Municipal property, or in a Municipal facilities or vehicles, or is using Municipal facilities or vehicles while under the influence of illegal drugs, cannabis or alcohol, the employee's supervisor shall take necessary action to remove the employee, and shall report the incident to the Chief Administrative Officer.

Any employee who is convicted of a criminal drug or alcohol violation must notify the RM in writing within five (5) calendar days of the conviction.