

**EMPLOYEE CONDUCT – USE OF ALCOHOL AND/OR
DRUGS IN THE WORKPLACE**

HR C9.1

INTENT

To establish the expectations for employees, students and volunteers with regard to the use of alcohol and drugs in the workplace.

POLICY

Sunshine Coast Community Services Society supports the health and well-being of staff, students and volunteers. To that end, the consumption of alcohol or illegal drugs while working is prohibited. In some cases staff or volunteers may be required to take legally prescribed drugs that can impair the ability to perform the duties of the job description. In that case staff or volunteers are expected to advise the supervisor promptly and may be required to take time off until recovered.

The Society believes as well that supervisors must address any issues relating to alcohol and/or drug consumption by staff or volunteers promptly, and support staff or volunteers in taking a course of action to prevent recurrence in consultation with the Executive Director.

Non-compliance with this policy may lead to discipline up to termination.

SOCIAL OCCASIONS

The Society may arrange special social occasions when alcohol is served, usually outside regular working hours. Staff is exempted from the requirements of this policy under these circumstances, although moderation is expected and members of Management and /or the Board must be in attendance.

With the exception of approved social events, the storage, possession or consumption of alcohol or drugs on any Society premises is prohibited.

Violation of this policy will be grounds for discipline up to and including termination.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually