

EMPLOYEE CONDUCT – SUBSTANCE ABUSE

HR C9.2

INTENT

To guide the organization in addressing substance abuse in the employee population in a manner consistent with our values and with the intent of safeguarding all stakeholders

POLICY

Sunshine Coast Community Services policy on alcoholism and drug dependency is that:

- Alcoholism, problem drinking or drug dependency are illnesses that require treatment.
- Competent assistance should be given to employees who develop alcoholism or drug dependency by referring them to the Employee and Family Assistance Program and informing the Executive Director.
- It is the responsibility of the employee who develops alcoholism or drug dependency to seek treatment at the earliest possible stage.
- Sub-standard performance due to alcoholism or drug dependency will not be tolerated.
- Alcoholism or drug dependency should be diagnosed and treated at the earliest possible stage and should be dealt with in a confidential manner.

Any employee reporting for duty while their ability to work is affected by alcohol, drugs or other substances as to endanger their health and the safety of that of any other person will not be permitted to remain at work. The supervisor will caution the employee not to drive an automobile if impaired and will hire a taxi to transport the employee home if other arrangements cannot be made.

Employees will not work while the effects of alcohol or drugs impair their ability. All employees found to be under the effects of alcohol or drugs will be subject to a mandatory referral to the Employee and Family Assistance Program.

PROCEDURE

1. On the first offence, the employee will be sent home for the remainder of their workday without pay and given a written warning regarding the seriousness of the incident.
2. On a second offence, the employee will be sent home without pay. A meeting will be arranged with the employee and their supervisor, or the employee and their Shop Steward to create an agreement for alcohol and drug rehabilitation. The employee will be placed on sick

leave.

3. Following the period of sick leave, unpaid leave of absence will be granted and the employee can apply for LTD if applicable. When the employee is able, a return to work plan will be developed and implemented.
4. On a third offence, the employee will be dismissed without further notice.

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