

DRUG AND ALCOHOL POLICY

Purpose: to outline the municipalities expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.

This policy applies to all employees, and also includes contractors and subcontractors, during working hours.

1. All individuals working for the municipality are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other employees, the well-being of our employees' families, and the safety of the traveling public within the Resort Village of Mistusinne. As such, the municipality wants to impress upon all employees that it has zero tolerance for employees who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs at their place of employment.
3. The municipality strictly prohibits the use of, consumption of, or possession of drugs or alcohol on municipal property. The municipality reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of filing cabinets, desks, packages, fridges, etc. which are on municipal property, in a municipal facility or inside municipal equipment. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.
4. It is the responsibility of all members of Council and staff to identify a situation in which they have concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will remove any employee who is suspected of violating the provisions of this policy from municipal premises,

pending investigation and a decision on appropriate consequences including potential disciplinary action. The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.

- (i) if an employee, contractor, or subcontractor arrives at the workplace, and you have reasonable cause to suspect that the employee, contractor, or subcontractor is under the influence of alcohol or drugs, the supervisor and/or administrator shall immediately remove him/her from the work environment.
- (ii) unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request if the employee is unfit due to the influence of alcohol or other drugs.
- (iii) employees who are on prescribed medication are expected to consult with their physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to the administrator or supervisor if there is any risk, limitation, or restriction for whatever reason that may require modification of duties or temporary reassignment.
- (iv) if an employee or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify a member of Council.

5. Disciplinary Procedure:

The disciplinary procedure will follow a three step progression:

- (i) warning with 1 week suspension, without pay.
- (ii) warning with 2 week suspension, without pay and mandatory enrollment in a rehabilitation program.
- (iii) termination.