FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **DRUG POLICY**		POLICY NO: HR-011
	DATE Issued: October 18, 2011	PREVIOUS POLICY NO/NAME: Drug Policy HR03-111
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

Every employee, individual and client of Family Visions (hereinafter the "Employer") has a right to a safe workplace. The use of alcohol, cannabis, narcotics, over the counter, naturopathic and prescription drugs by employees can result in impairment leading to an unsafe workplace. The smoking of cannabis can also generate second hand smoke and smells that may be unsafe and offensive to employees, individuals and clients of Family Visions. Where employees work in a safety sensitive role, the use of alcohol, cannabis, illegal and prescription drugs resulting in impairment while on the job can create a safety risk to themselves or others.

The purpose of this policy is to regulate the use of alcohol, cannabis, narcotics, over the counter, naturopathic and prescription drugs by employees of the Employer either before work or while at work.

Definitions

"Alcohol" shall refer to any substance containing ethanol;

"Cannabis" shall refer to any substance containing tetrahydrocannabinol ("THC") or cannabinoids, and cannabis oils regardless of method of delivery or ingestion.

"Drug" shall refer to any of Alcohol, Cannabis, Medication, Naturopathic Substance and Narcotic.

"Employees" shall refers to any regular, part time, casual, or temporary employee employed in a position with the Employer.

"Employer" shall refer to Family Visions, Inc.

"Impairment" shall refer to a state where a person's ability to function is compromised by the use of a Drug. Examples include but are not limited to delayed reaction times, drowsiness,

fatigue, compromised analytical abilities, compromised communication abilities, anger, emotional outbursts, paranoia and psychosis.

“Medication” shall refer to any prescription or over the counter (“OTC”) drug approved by Health Canada and issued a drug identification number (“DIN”) by Health Canada.

“Narcotic” shall refer to any substance scheduled and controlled by the *Controlled Drugs and Substances Act (Canada) (“CDSA”)* including but not limited to methamphetamine, cocaine (and its derivatives), and heroin (and its derivatives).

“Naturopathic Substance” shall refer to a compound which has been approved by Health Canada and has been issued a Natural Product Number (“NPN”) or a Homeopathic Medicine Number (“DIN-HM”).

“Prescription” shall refer to the prescription use of a Medication or Cannabis when the prescription is issued by a nurse practitioner, pharmacist, or physician licensed to do so in a province in Canada.

“Recreational Use” shall refer to use of Drugs for pleasure and without a Prescription.

“Substance Abuse” shall refer to the use of a Drug or Drugs excessively or to such an extent that the user is addicted to the Drug and is unable to control their use of the Drug.

“Work” includes while on shift, while on break (whether paid or unpaid), on course, on the Employer’s premises, or on the Employer’s business.

"Volunteer" shall refer to an individual or group freely giving time and labour for service to Family Visions, Inc.

Application

This policy shall apply to all employees or volunteers of the Employer, including management.

This policy shall apply to the use of all Drugs whether for Recreational Use, voluntary use in the case of OTC Medications or Naturopathic Substances, or by Prescription.

Recreational Use

No employee or volunteer shall make Recreational Use of a Drug at such times as to result in their Impairment while at work. This includes Recreational Use of a Drug prior to the commencement of a shift.

The Recreational Use of Alcohol, Cannabis, or Narcotics while at Work, regardless of whether it results in Impairment, is strictly prohibited. Narcotics are not permitted on the Employer’s

premises or at Work at any time. Alcohol and Cannabis are not permitted on the Employer's premises without the Employer prior approval.

It is important to note that THC is stored in body fat and does not clear the system quickly. It may be detectable in the employee's system for days or weeks following its last use. Employees using Cannabis recreationally must be mindful that they should not use it in such quantities or at such times as to result in their Impairment while at work.

Prescription Use

Any employee or volunteer who, by virtue of a prescription must use Cannabis, or a Medication that has the potential to cause Impairment, prior to the commencement of Work, or while at Work must first report the intended use to his or her immediate supervisor. The supervisor may request verification from the employee's physician that the drug has been prescribed and may ask for a list of possible side effects. The employee or volunteer may be given sick leave or an unpaid leave of absence pending receipt of medical information sufficient to allow the Employer to assess the degree of impairment resulting from the Prescription Use of the Cannabis or Medication (including OTC Medications used without a prescription).

Upon receipt of the information, the Employer shall undertake a review and assess whether the employee is in a safety sensitive role and/or whether the use can be accommodated. The Employer shall provide reasonable accommodation to the point of undue hardship in accordance with its obligations under the *Human Rights Code*.

It is the obligation of all employees or volunteers who are using Medication to inform themselves of the potential side effects and promptly report to the Employer side effects that may result in Impairment or affect the employee's or volunteer's ability to fulfill their job related duties or pose a risk to the safety of themselves or others.

Employees or volunteers making Prescription use of Cannabis or other Medications shall strictly abide by dosage amounts and timing as recommended by their prescriber.

OTC Medications and Naturopathic Substances

Employees or volunteers should bear in mind that some OTC Medications and Naturopathic Substances can cause Impairment and come with warnings about the operation of machinery or driving due to known side-effects of the Medication and employees should treat those warnings the same as they would should they be associated with Prescription Medication.

Employees or volunteers making use of OTC Medication and Naturopathic Substances that have the potential to cause Impairment, prior to the commencement of Work, or while at Work, must first report the intended use to his or her supervisor who will assess whether the employee or volunteer is in a safety sensitive role, and whether there is an obligation to

accommodate the employee's or volunteer's use. Where accommodation is a legal requirement the supervisor may request supporting documentation and will engage in the accommodation process. Where accommodation is not required, or pending receipt of sufficient information, the employee or volunteer may be placed on sick or an unpaid leave of absence.

Employees or volunteers making use of OTC Medication and Naturopathic Substances should strictly adhere to the dosage recommendation on the label and/or the recommendations of their health care provider.

Testing

Where the Employer has reasonable grounds to believe that an employee or volunteer is impaired while at work due to the use of a Drug the Employer may ask that the employee submit to a drug test to determine whether the employee or volunteer is under the influence of a Drug.

Confidentiality

Any disclosure by an employee or volunteer of the Prescription use of Cannabis or Medication, or the use of OTC Medications and Naturopathic Substances shall be kept in strict confidence by the Employer and only used for the purpose of assessing accommodation for the employee or volunteer.

Prohibition on Smoking and Vaping

Smoking and vaping of Cannabis on the Employer's property is strictly prohibited, unless the use of Cannabis is by Prescription, in which case, the Employer may require that the smoking or vaping take place off premises or in an area of the premises set aside for that purpose.

Under no circumstances shall any employee or volunteer who has a prescription for Cannabis share the prescribed Cannabis with other employees, customers, volunteers, or clients while at Work or supply Cannabis to other employees, customers, volunteers, or clients while at Work.

Substance Abuse

Substance Abuse by an employee or volunteer is a health issue that can result in severe negative outcomes for the employee or volunteer. Any employee who is suspected to be suffering from Substance Abuse may be offered access to the Employer's Employee Assistance Program and may be required to take sick leave in order to seek treatment for their Substance Abuse. Employees are encouraged to speak to their supervisor or human resources should they be concerned about their own Substance Abuse or the Substance Abuse of a fellow employee in order to get access to treatment.