

# Drugs, Alcohol, and Medication

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## Policy

The Chinook Arch Library Board is committed to the health, safety, and wellness of its employees. The Board recognizes and accepts its responsibility to provide a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks in a safe manner. Impairment at work can have serious adverse impact on the workplace, and may compromise the health and safety of self and others. The policy applies to all employees while conducting work on behalf of Chinook Arch, whether on or off Chinook Arch property.

## Guidelines

- Employees must arrive to work capable of performing their duties safely and to standard. If, during their shift, the employee must consume a medication that makes them unable to safely perform their duties, that employee should use sick leave under the Chinook Arch Leaves Policy. Employees using medication that may affect duties shall communicate to their supervisor or the Corporate Services Manager any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment as a result of taking said medication.
- Employees shall communicate dependency or emerging dependency, and shall seek professional care and support and/or rehabilitative care, where required.
- Except as authorized by the Board, intoxicants such as alcohol or recreational cannabis shall not be consumed on Chinook Arch property.

## Substance Dependency

- Chinook Arch acknowledges that employees may develop a chemical dependency to a substance or substances that impair their ability to perform their duties in a manner that is satisfactory and safe; this may be defined as a disease or disability. Employees are not excused from their duties as a result of a dependency. Any employee who suspects that they might have or be developing a dependency is expected to seek treatment.
- Employees are encouraged to communicate if they have, or have had, a dependency so that Chinook Arch can endeavour to provide reasonable accommodation and support. Employees will not be disciplined for requesting help due to a current or past dependency.
- All medical information shall be kept confidential, unless otherwise required by law.
- Employees may be subject to disciplinary action if there is evidence of violations of this policy as it relates to:
  - Failure to meet prescribed workplace safety standards resulting from impairment due to alcohol or drugs.

Engaging in illegal activities, such as selling or consuming controlled substances while on Chinook Arch property.

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