



Fit for Duty Policy

Village of Vibank

#003-2018

POLICY

The Village of Vibank is committed to providing a safe, drug and alcohol-free workplace. As such, the Village of Vibank will not tolerate the abuse of controlled substances by any employee.

The employees of the Village of Vibank are our most valuable resource and for that reason, their health and safety are of paramount concern. The Village of Vibank will not tolerate any drug or alcohol use which risks the health and well-being of its employees, or threatens its residents. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the expectations of character that the Village of Vibank holds for all its employees.

The Village of Vibank is a drug and alcohol-free workplace. As such, the use of non-prescribed drugs, alcohol or cannabis during working hours is strictly prohibited. The Village of Vibank strives to provide a safe working environment for all of its employees. Employees under the influence of drugs, cannabis or alcohol on the job can pose serious safety and health risks to themselves, their coworkers and to community residents. To help ensure a safe, healthy workplace, the Village of Vibank reserves the right to prohibit certain items and substances from being brought on to, or being present at its workplaces. The Village of Vibank also prohibits any employee from reporting to work, or working with any measurable level of illegal (or non-prescription) drugs, alcohol, cannabis or other controlled substance which might affect the employee's ability to work safely.

Employees have an important role in making their workplace healthy and safe. It is essential that employees perform their work with care and diligence. This includes the need to understand their position and the impact impairment could have on their safety and the safety of others. The employee also must ensure that they do not endanger the health, safety, or physical well-being of others in the workplace. Employees are encouraged to inform their leader about any situation that may compromise their safety or the safety of others, or impair their performance.

Fit for duty means being able to safely and acceptably perform assigned duties without any limitations due to the use or effects of impairment.

For clarity, here is a framework for employees, Village Administrator, Council, and Public Works Manager to abide by; failure to do so may lead to appropriate corrective action including the "progressive Discipline Policy and Procedure" if required:

- Employees shall not be under the influence of any non-prescribed drugs, alcohol, or cannabis when operating a company vehicle or equipment, or in the act of conducting Village of Vibank business regardless of location (whether that be actively working or being on call).
- The use, possession, sale, manufacture, or distribution of any illegal drug, alcohol, cannabis, or paraphernalia while on duty or standby is prohibited.
- The use of illicit narcotics including but not limited to drug(s) covered by the Controlled Drugs and Substances Act or any other applicable legislation while performing their work. This includes in the workplace

or company property off the Village of Vibank property that adversely affects the employee's work performance, his/her own safety or the safety of others at work, or the Village of Vibank regard or reputation in the community is prohibited

- Unless otherwise permitted, employees are prohibited from consuming, distributing, possessing, or being impaired by alcohol while performing their work.
- Employees are expected to use over-the-counter or prescription medications responsibly as prescribed by a medical practitioner.
- Employees who have a legally recognized prescription for the use of medical cannabis during work hours and/or will be under the influence of medical cannabis during work hours are required to disclose their need for accommodation to the Village Administrator and Public Works Manager. Where it has been prescribed to consume medical cannabis during work hours the employee must discuss with the Village Administrator and Public Works Manager a secure storage and consumption practice in the workplace.
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties. **Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.**

Failure to adhere to the requirements of any drug or alcohol treatment or counselling program in which the employee is enrolled

The Village of Vibank defines impairment and unfit for duty as, "the state of being diminished, weakened, or damaged, especially mentally or physically". It is the deterioration of an individual's judgement and a decrease in their physical and or mental abilities that affects the workplace safety, a person's health, and judgement. Impairment in the workplace can have severe consequence to our residents and employees.

Employees that are reasonably suspected to be unfit for duty as a result of the use of substances set out in this policy will be removed from the workplace. Suspicions may be based on specific personal observations that pertain to appearance, behaviour, speech and/or breath odour of the employee. Reasonable suspicion may also relate to any involvement in a workplace accident. Reasonable suspicion must be documented at or near the time of the observation. In the event that an employee meets the criteria for being deemed reasonably

- The Village of Vibank understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease. The Village of Vibank promotes the early diagnosis of this disease and encourages employees with a dependency on alcohol, drugs or cannabis to pursue medical, and/or psychological treatment to become successfully cured of this disease.
- Employees are not excused from their duties as a result of their dependencies. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly. Referral may be made to the Employee Family Assistance Program (EFAP)
- It is the Village of Vibank's primary goal to assist employees in addressing their drug or alcohol problem and provide time to regain full control over their dependency and restore their work performance. Failing this, subsequent violations of this policy will be dealt with through a process of progressive discipline action.
- All medical information shall be kept confidential by the Village of Vibank.

Employee Expectations

Administrator:

- Shall identify any situations that may cause concern regarding an employee's ability to safely perform their job functions.
- When necessary, shall remove from the workplace any employee who is suspected to be in violation of the provisions of this policy. In the event that the suspicion is questionable, the Administrator shall err on the side of caution and act in the best interest of the Village of Vibank.
- Escort any employee in violation of this policy from the workplace, using a safe and efficient manner. If the employee is suspected of being impaired, he/she should not be put behind the wheel of a car. The affected employee should have arrangements for safe transportation to their home or to the hospital made for them.
- Conduct any searches, or investigations regarding suspected violations of this policy.

Employees

- All employees are expected to abide by the provisions of this policy.
- In the event of an off-duty employee is requested to come to work, it is their responsibility to refuse the request and ask that the request be directed to another person if the employee is unfit due to the influence of alcohol, cannabis or other drugs.
- Any employee convicted of, or who pleads no contest to any substance related offence must inform the Village of Vibank within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action up to and including termination of employment. In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, receipt, or transportation of any prohibited substance, the Village of Vibank will determine whether disciplinary action will be taken, including the appropriateness of continued employment.