

## ALCOHOL AND DRUG FREE WORKPLACE

The Board of the Seven Oaks School Division recognizes that our employees are our most valuable resource, and for that reason, their health and safety is of paramount concern. The Division has developed this policy to communicate its expectations and guidelines surrounding the use of intoxicating substances their use, misuse and abuse.

The Division recognizes the importance of maintaining a workplace free of alcohol, cannabis (marijuana) and other drugs to enhance the welfare of employees, students, contractors and the public.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while on duty or present at the workplace. However, the Division permits the possession or use of prescription and over-the-counter drugs under the following conditions:

1. Any prescription drug in the employee's possession or used by the employee is prescribed to the employee;
2. The employee is using the prescription or non-prescription drug for its intended purposed and in the manner directed by the employee's physician; and
3. The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform their duties or result in impairment.
4. A worker must not work while under the influence of alcohol or a drug that impairs or could impair the worker's ability to perform work safely.

Appearance at work while under the influence or impairment of any legal or illegal substance may result in a request to leave the workplace. Violation of this policy shall result in appropriate action such as requiring an employee to participate in a drug rehabilitation program or disciplinary action up to and including immediate suspension and dismissal.

This is not intended to prohibit reasonable and responsible consumption of alcohol at Division related business or social events, outside normal work hours, where alcohol service and consumption is the norm and no safety sensitive work or activities are being performed during or within a time period after the event where there would be any risk of being under the influence while operating a vehicle, equipment or performing any other safety sensitive task.

For the purposes of this policy, the "workplace" is defined as the site for the performance of work done under the authority of the Division. That includes any Division building or any school premises or grounds; any school/Division owned vehicle or any other vehicle approved to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or

function, such as a field trip or athletic event, where students are under the jurisdiction of employees of the Division.