

SUBSTANCE ABUSE POLICY

Intent

The Alma Mater Society is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Terminology

The term “drug” means any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include but is not limited to recreational cannabis (in any form), cocaine, opiates, and amphetamines. Any drug deemed “illegal” would be considered so based on current federal and provincial legislation.

The term “medication” means a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker’s ability to perform their job safely and productively.

The term “alcohol” means any beverage containing any quantity of alcohol, including beer, wine, and distilled spirits.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen’s University.

Policy

1. Guidelines

1. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, the AMS reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

2. Expectations

1. The following expectations apply to employees and management alike while conducting work on behalf of the AMS, whether on or off company property:
 - a. Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
 - b. Employees must remain fit for duty for the duration of their shift and cannot, at any time while on shift, appear to be intoxicated or under the influence of any drug or alcohol;
 - c. Distribution or sale of drugs during work hours, including during paid and unpaid breaks, is strictly prohibited;
 - d. Employees are prohibited from reporting to work while under the influence of cannabis (whether ingested or used topically), alcohol, and/or any other non-prescribed substances that would impair an employee's ability to perform or fulfil the essential duties or requirements of the job;
 - e. Use of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation;
 - f. Employees using medication must communicate to management any known potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
 - g. Employees are expected to abide by all governing legislation pertaining to drugs.

3. Roles and Responsibilities

1. The Alma Mater Society will:
 - a. Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
 - b. Provide a safe work environment; and
 - c. To explain and communicate the employer's duty to accommodate all disabilities, including substance abuse disorders, to employees found to be impaired at work and refer them to the accommodation policy.
 - d. Review and update this policy regularly.
2. AMS Management will:
 - a. Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;

- b. Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
 - c. Maintain confidentiality and employee privacy.
3. AMS employees must:
- a. Abide by the provisions of this policy and be aware of their responsibilities under it;
 - b. Arrive to work fit for duty, and remain so for the duration of their shift;
 - c. Display appropriate behaviours at all times;
 - d. Perform work safely in accordance with established safe work practices;
 - e. Avoid the ~~consumption~~, sale, or distribution of illegal drugs on Queen's University property and during working hours (even if off Queen's University property);
 - f. When off duty, refuse a request to come into work if unfit for duty;
 - g. Report limitations and required modifications as a result of prescription medication;
 - h. Report unfit coworkers to management;
 - i. Seek advice and appropriate treatment, where required;
 - j. Communicate dependency or emerging dependency to management or the Human Resources Office; and

4. Suspicion of Impairment

1. The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:
- a. Managers should never ignore a suspicion of impairment, and they should always try to contact the Human Resources Office regarding the impairment if possible.
 - b. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the suspicion of impairment.
 - c. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not

be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.

- d. If an employee is considered impaired and deemed “unfit for work,” this decision is made based on the best judgement of two members of management. The employee may be advised that the AMS has arranged a taxi to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if necessary.

Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Officer.

Responsibility and/or contact person	Human Resource Office
Approved by	Board of Directors
Date initially approved	November 24, 2022
Date last revised	November 24, 2022
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Standards of Performance
Policies superseded by this policy	N/A