

Civic Theatres Toronto

EMPLOYMENT POLICY

<u>Title</u>	<u>Effective Date</u>	<u>Policy Number</u>
Substance Use (Drug & Alcohol Policy)	XXX XX, 2018	XXX

Intent

CTT 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.

Contractors, consultants, vendors, patrons and others who will work with CTT, or interact with CTT staff are also required to adhere to this Policy.

Guidelines

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

Roles and Responsibilities

CTT will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- 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
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;

- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with company established safe work practices;
- Use, possession, distribution or sale of drugs during work hours, including during paid and unpaid breaks, is prohibited.
- Use of alcohol during work hours, including during paid and unpaid breaks, is prohibited unless CTT is sponsoring a social event or work-related function for employees and/or clients.
- While attending any social event or work-related function, on or off premises, an employee is responsible for consuming alcohol moderately and in a responsible manner; and under no circumstances consume enough alcohol to become visibly impaired or to allow the level of blood alcohol to be above the limit for the operation of a motor vehicle.
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required;
- Where an employee uses medical marijuana, it is expected they provide a copy of their medical license to use marijuana to CTT and adhere to any accommodation guidelines.
- Communicate dependency or emerging dependency; and
- Follow an after-care program, where established.

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's status.
2. Next, the manager/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 that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or 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.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyzer or blood test. The employee will be advised that CTT has arranged a taxi or shuttle service 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/supervisor or another employee if necessary.

4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse CTT organized transportation and make the decision to drive their personal vehicle, CTT is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the applicable following work day(s) to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Substance Dependency

CTT understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. CTT promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by CTT, unless otherwise authorized by law.

Agreement for the Continuation of Employment

CTT reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on CTT premises).