



DRUG AND ALCOHOL SUMMARY AND ACKNOWLEDGEMENT

The Evergreen Catholic Separate School Division is committed to ensuring the health and safety of its employees and students, as well as fostering an effective and productive environment for working and learning. We recognize that the use of impairing substances, like drugs, alcohol, and even certain medications, can impede our ability to achieve these common goals. For this reason, the Division is adopting new guidelines for substance use in the workplace, to clearly set out our expectations for employee conduct, options for seeking help, and the consequences of violations. A summary of the Administrative Procedure follows.

Evergreen Catholic Separate School Division expects its employees to come to work able to work safely and effectively, free from impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting, or under the influence of impairing drugs during working hours, whether on or off the Division property. Under no circumstance should employees be under the influence of alcohol during working hours, whether on or off the Division property. The Division also expect that employees operating a vehicle, whether one belonging to the employee or a vehicle that belongs to the Division, will be free from impairment. The Division recognizes that there may be Division-related functions, in accordance with Administrative Procedure 164, Alcohol Consumption on School Premises and at Events, at which consumption of alcohol will continue to be permitted. It is recognized that, for some Division employees, approved and appropriate social functions within the course and scope of their work hours will occur, at which reasonably limited consumption of alcohol may be appropriate. Some common examples for illustration purposes would include: conference cocktail reception, professional development work- related or training conferences, lunch on a professional development day, Division-approved social dinner, or a promotional activity or event. It is, however, critically important all employees understand that, even at events where alcohol consumption is permitted, employees must exercise reasonable judgement and act responsibly. Alcohol should only be consumed on a social basis to reasonable levels which ensure professional and responsible behaviour by Division employees.

This prohibition applies to illegal drugs, drugs which are approved for recreational use, and even to prescribed medications, which may cause impairment or otherwise interfere with an employee's ability to work safely (even if they're used as indicated or prescribed). The School Division encourages you to speak with your doctor or pharmacist to understand the risk of impairment associated with prescribed or over-the-counter medicines, and that you disclose this to the Division if there is a likely workplace impact. The Division is committed to working with employees to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you are suffering from addiction which may potentially interfere with the diligent and safe performance of your duties in our workplace, you must disclose it to the Division. We will help you



seek and obtain the help you need, without recourse or fear of reprisal. The Division will work with you and your advising physician and/or counsellors, provide you time away from work, if necessary, return you to work when appropriate, and keep you accountable upon your return. We expect you to cooperate in this process and follow reasonable treatment recommendations and reasonable guidelines set by the Division. Employees who believe that one of their co-workers is struggling with an addiction are asked to advise their immediate/direct supervisor. The Division is committed to accommodating employee addictions to the point of undue hardship.

We wish to be clear that this is a zero-tolerance policy; violations of the Administrative Procedure will be subject to discipline, up to and including termination for cause.

It is very important that each employee understands their obligations under this Administrative Procedure, and to confirm their commitment to keeping our workplace safe, productive, and free from impairment.

I confirm that I have received a copy of the Drug and Alcohol Administrative Procedure, and that I have read and understand the obligations outlined therein and summarized above.

Employee Signature

Print Employee Name

Date