

Administrative Procedure 406 - Appendix A

DRUGS AND ALCOHOL SUMMARY AND ACKNOWLEDGEMENT

The Elk Island Catholic Separate Regional Division No. 41 is committed to ensuring the health and safety of its employees and students, and fostering an effective and productive environment for meeting our mandate of providing quality education to students. 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.

We expect that you'll come to work able to work safely and effectively, which in our view means free from impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting or under the influence of impairing drugs or alcohol during working hours, whether on or off Division property. We also expect that if you're operating a vehicle, whether it's Division or personal property, for any work-related purpose, that you'll similarly be free from impairment. While we expect that our employees will comply with these rules on a day to day basis, there may be Division-related functions, in accordance with Administrative Procedure 164, Use of Alcohol in Division Schools.

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). We would encourage 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. We are committed to working with you to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you're suffering from addiction, 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 counselors, 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. If you feel like one of your co-workers is struggling with an addiction, we ask that you let us know. 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 and accepts their obligations under this Administrative Procedure, and to confirm their commitment to keeping our workplace safe, productive, and impairment-free.

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

Employee Name *(please print clearly)*

Employee Signature

Date