

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Drugs and Alcohol

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Drugs and Alcohol

INTENT:

The consumption of alcohol and/or drugs when associated with work can have a number of serious and negative consequences:

- impaired work performance
- safety of both the public and employees
- poor image

Therefore, employees are prohibited from the use and/or possession of drugs and alcohol at the workplace.

Further, employees are prohibited from performing work or being present at the workplace under the influence of drugs and/or alcohol.

SCOPE:

This policy applies to all employees.

DEFINITION:

For the purposes of this policy:

“Drugs and Alcohol” are defined as any substance capable of affecting a person to the point where physical and /or mental control is diminished. “under the influence” shall read to mean any one of the following, but not limited to:

- the smell of alcohol or drugs
- erratic or unusual behaviour
- slurred speech

PROCEDURE / IMPLEMENTATION:

An employee who reports for work, and in the opinion of a supervisor is under the influence of drugs or alcohol, will be provided transportation to their home and will not be allowed to work their scheduled shift(s) until contacted by their supervisor..

An employee, who in the opinion of a supervisor is under the influence of drugs or alcohol at the workplace at any time, will be provided transportation to their home and will not be allowed to work their scheduled shift(s) until contacted by their supervisor.

If by application of this Policy, the employee has lost work time, it will not be paid. Such lost unpaid work time is separate and apart from any discipline which may be imposed.

Employees who identify a substance abuse problem are eligible for an employee assistance program to deal with the problem.

An employee, who is using prescription or "over the counter" drugs which may impair work performance, must report this to their supervisor.

An employee who fails to adhere to this policy may be subject to discipline up to and including discharge.

SEE ALSO POLICIES ON

Employee Assistance
Discipline
Discharge