

Policy HR210: Workplace Drug and Alcohol Policy

Category: Human Resources

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POLICY

The Bonnyville Municipal Library (BML) is committed to ensuring a safe, healthy, and productive workplace. Employee use of illegal drugs or inappropriate use of cannabis, alcohol, or medications can have serious adverse effects on the safety and well-being of fellow employees, their families, and the public.

PURPOSE

RESPONSIBILITY

1. Employees are expected to be "fit for work."

This means being able to perform assigned duties safely and acceptably without any limitations due to the use or aftereffects of illegal drugs, cannabis, alcohol, medications, or any other substance. Employees are encouraged to not consume cannabis or alcohol or to misuse drugs prior to reporting to work or during breaks.

2. The Bonnyville Municipal Library prohibits the possession, distribution, consumption, or being "under the influence" of cannabis, alcoholic beverages, or illegal drugs by employees while in the library, during working hours outside of the library, or while on library business.

"Under the influence" is defined as the use of one or more of these substances to the extent that an employee is:

- a. Unable to perform job duties in a productive manner.
 - b. In a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the property of the library, or any member of the public.
 - c. Displaying signs or symptoms of substance abuse, such as the smell of alcohol on the employee's breath, slurred speech, and atypical behaviour.
3. An employee who engages in such behaviour may be referred for counseling or rehabilitation and satisfactory treatment and may be subject to disciplinary penalties up to and including dismissal from employment.
 4. The legal use of prescribed drugs is permitted at work only if it does not impair the employee's ability to perform their work effectively and in a safe manner. Employees **are required** to disclose to the library manager the use of prescription drugs that may affect their work performance or safe execution of their duties. The library is committed to accommodating an employee's necessary use of prescription drugs to the extent possible without suffering undue hardship.



I, _____ have read the policy, discussed it with the Library Manager, and agree to abide by the provisions contained in it.

Employee

Library Manager

Date