

FORT LA BOSSE SCHOOL DIVISION

TITLE - **DRUG -FREE WORKPLACE**

POLICY - **GBEC**

Cross Reference - **ADC/JICH**

Resolution # - 66/18

Legal Reference -

Last Reviewed - 09/04/18

NOTE: The term "Drugs", when used in this document, implies mind-altering substances including alcohol. However, for the purposes of this policy, nicotine, while recognized as a drug, will not be included within the referenced term "Drugs". Nicotine use is dealt with under Board Policy ADC.

In the interests of establishing safer schools and providing appropriate role models for students, the Board specifically forbids the possession and/or ingestion of any mood or mind-altering substance, including alcohol, by any of its employees while at an assigned Fort La Bosse worksite, or when outside the Division and having students assigned to their care and control. Employees on medications that may have possible deleterious side effects that could place either students or peers at risk must immediately notify their supervisor of the potential risk.

Any employee who is suspected to be either under the influence, or in the control or possession of alcohol or an illegal substance while in the workplace, will be reported immediately to the appropriate site supervisor. The individual in charge will immediately isolate the employee so identified. If alcohol or another illegal substance is found in the employee's control or possession, the employee will be requested to immediately leave the workplace. If the employee is either suspected or determined to be under the influence of alcohol or an illegal substance, arrangements should be made to have a responsible staff member return the employee to his/her place of residence. When deemed appropriate, the site administrator, or designate, may contact the RCMP.

In either of the foregoing circumstances the offending employee will be immediately placed on suspension pending a meeting with a senior administrative officer or approved designate. The Division, acting through the decision of a senior administrator or approved designate, may impose disciplinary action including, but not necessarily limited to the following:

- verbal warning
- written warning
- suspension, with or without pay
- dismissal

Should it be determined that an employee's performance in the workplace is being negatively impacted by either alcohol or substance abuse, for which the employee refuses to seek or comply with treatment or rehabilitation services, mandatory compliance would be the alternative to dismissal.

Wherever appropriate, the Board will be supportive of employees who choose to access alcohol or substance abuse treatment and/or rehabilitation services. Any prescribed need for guidance, counsel or referral to/by professional or recognized outside agencies and/or individuals will be accepted under existing employee agreements which will be seen as having precedence over this policy.

The administrator in charge of each of the Board's sites and/or departments will be responsible for ensuring that all the employees currently under their jurisdiction are made aware of this policy and its meaning. Each new employee will be provided with a copy of this policy as a part of their start up package of forms and information.

