

## 3.7 SUBSTANCE USE, IMPAIRMENT & ADDICTION POLICY

### Policy Goal

BACI is committed to ensuring the health and safety of its employees, supported individuals, and partners in the community. BACI is also committed to providing a safe workplace while promoting employee wellbeing. BACI recognizes that alcohol and substance addiction is a treatable disease and is committed to supporting employees who are struggling with this issue. BACI employees have access to BACI's Employee and Family Assistance Program, which includes lifestyle and well-being resources with addiction supports.

### Definitions

The following definitions apply to this policy:

- **Impairment** – Any change in an employee's mental or physical state that results in an inability to perform their work functions and/or may endanger their safety or the safety of others. Impairing changes may include impaired judgment, perception and decision making; decreased motor coordination, reaction time, and sensory perception, and/or; psychological effects such as mood swings or personality changes.
- **Impairing Substance** – Any substance that can result in impairment if consumed. This includes alcohol, marijuana, illicit substances, and any over-the-counter or prescription medication that can affect the user's mental or physical state.
- **Safety Sensitive Position** – A position where a temporary lapse in focus, concentration, or judgement while performing one's duties and responsibilities could have a direct negative impact (whether by accident or incident) affecting the health and safety of other employees, supported individuals, and/or the public.
- **Substance Addiction/Dependence** – A medical condition that includes psychological and physical dependence on an Impairing Substance.

### Policy

Employees are expected to report to work free from impairment. Employees must tell their supervisors if their ability to safely perform assigned work is impaired for any reason.

Any employee who reports for work impaired or becomes impaired while on duty will be deemed unfit for work and will not be permitted to remain on the Employer's premises.

All employees must inform their Supervisor or Manager if they have any concerns about their co-workers' ability to safely perform their work.

The use of Impairing Substances during working hours, or at the worksite is strictly prohibited.

The selling or purchasing of Impairing Substances at the workplace is strictly prohibited.

The storage or possession of any Impairing Substances on the Employer's premises is prohibited in the absence of the prior approval of a designated supervisor.

If an employee is undergoing prescribed medical treatment with Impairing Substances of any kind, they are required to report this treatment in confidence to their Supervisor or Manager and the Senior Manager of Human Resources, and provide medical documentation confirming the prescription, as well as the nature and degree of expected impairment. The Employer will work with the employee to determine what, if any, accommodation is necessary or possible.

Violation of this policy may be grounds for discipline up to and including termination. BACI will consider its human rights obligations before imposing discipline.

### **Substance Addiction/Dependence**

BACI recognizes that Substance Addiction/Dependence is an illness that may require treatment.

Employees with known Substance Addiction/Dependence, or who engage in behaviour that indicates a Substance Addiction/Dependence issue, are required to disclose this to their Supervisor or Manager and to the Senior Manager of Human Resources in confidence immediately in order to prevent any accidents or incidents at the workplace from occurring. Upon receipt of disclosure, BACI's Accommodation Process will be implemented and follow up will take place in a confidential and supportive manner.

### **Linking Policies**

3.6 Vehicle Policy

3.8 Smoking Policy

3.14 General Health & Safety Policy