**DRUG AND ALCOHOL POLICY**

1.0 Policy Overview

[Company Name] (the “Company”) is committed to providing a safe and healthy working environment to all of our employees, contractors, customers, suppliers, and visitors. It is the intent of the Company to provide a safe and professional work environment, while ensuring that individuals are treated fairly and with respect.

Employees under the influence of impairment causing substances on the job can pose serious health and safety risks to themselves, their co-workers, and the general public. The Drug and Alcohol Policy (the “Policy”) is intended to provide guidance to employees, supervisors and managers on the Company’s guidelines regarding the use of various drugs and alcohol in the workplace and offsite, while performing work related duties.

This Policy sets the Company’s expectations, which may be enhanced or modified by any business site, facility or unit with legitimate reasons for doing so. Enhancements or modifications could be considered due to jurisdictional legislative differences, client or customer requirements, significant hazard differences, or location specific differences related to cultural or community expectations or risks.

2.0 Scope

All employees are expected to actively promote safe work habits for co-workers and other parties, and to take appropriate action when they believe there is a safety risk or potential violation. This applies: (i) during working hours (including lunches and breaks); (ii) while engaged in Company business and activities; (iii) while on Company premises or worksites; and (iv) when operating Company equipment and vehicles.

3.0 Policy Details

3.1 Expectations

To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, employees are expected to report fit for duty and remain fit for duty throughout their workday or shift, and when on scheduled on-call / on call status. The following requirements have been set for any activity undertaken while on Company business, premises or worksites, or while operating a Company vehicle or equipment.

 3.1.1 Illicit Drugs

The use, possession, distribution and sale of illicit drugs is strictly prohibited. No employee may report for work or attend at work while under the influence of any illicit drug.

 3.1.2 Alcohol and Recreational Marijuana

The use, possession, distribution, offering or sale of alcohol and recreational marijuana is prohibited when on all Company business, premises, and property. Employees may not report for work or remain at work while under the influence of alcohol or recreational marijuana. Employees may use alcohol after the work day when off-site, or pre-approved work events, provided the formal business has been completed and alcohol is consumed responsibly. Recreational marijuana may only be consumed at a private residence.

 3.1.3 Medications (including Medical Marijuana)

Employees are expected to responsibly use prescribed and over-the-counter medications. Employees who do not occupy a safety sensitive position (as defined in section 3.1.7) are not required to disclose prescription drug or medication use to the Company, provided that these employees remain fit for work and free for impairment in the workplace.

If an employee reasonably believes that:

1. their performance is impacted by their use of prescription drugs;
2. their use of prescription drugs prevents them from completing their job requirements
3. prevents them from complying with Company policy; or
4. creates a safety concern in the workplace

the employee is required to disclose their prescription drug use to Human Resources, which will allow the Company to properly conduct an accommodation analysis.

 3.1.4 Scheduled On-Call and Unexpected Call-In

All employees scheduled on call are expected to remain fit to respond to a call-in. If an employee is under the influence of alcohol or other drugs and is contacted by the Company to perform services, it is the obligation of the employee to decline the opportunity to report to work.

If an employee is under the influence of alcohol or other drugs and is contacted by the Company to perform unscheduled services, it is the responsibility of the employee to decline the opportunity to report to work

 3.1.5 Substance Abuse Issues and Addiction

An employee who is struggling with a substance abuse issue will be supported by the Company and accommodated in accordance with its Accommodation Policy which applies to substance abuse issues and addiction. The employee is required to notify a member of Human Resources promptly to allow the Company to prevent any health and safety risks, conduct an accommodation analysis (if required) and to coordinate the necessary support for the employee.

 3.1.6 Accommodation

When deemed appropriate and in accordance with its legal obligations and when required, the Company will accommodate employees who experience drug and/or alcohol dependency issues as well as employees taking prescription medications or medically authorized substance (ie. marijuana).

The accommodation process is shared obligation of the Company and the employee:

1. It is the obligation of the employee requiring an accommodation to make the request known to Human Resources in writing.
2. It is the obligation of the employee and their treating physician to provide documentation outlining the employee’s restrictions and limitations.
3. The Company will review such information and will initiate the accommodation analysis process in a timely manner, including offering a reasonable accommodation where required.
4. It is the employee’s responsibility to accept a reasonable accommodation, where one has been put forward by the Company.

Employees will not be disciplined or otherwise reprimanded if they disclose a drug or alcohol dependency issue. If an employee discloses a drug or alcohol dependency issue after they have violated this Policy or acted in a manner that constitutes misconduct or negligence, the employee may be subject to disciplinary action, up to and including termination, for the breach of Policy, misconduct or behaviour alone (and not as a result of the dependency issue).

Where an employee wishes to request an accommodation or disclose a substance abuse/dependency issue, the employee shall contact Human Resources in writing.

 3.1.7 Safety Sensitive Positions

Certain positions within the Company have been designated as “Safety Sensitive Positions”. Examples of Safety Sensitive Positions may include, but are not limited to, the use of heavy machinery, working at heights, vehicle operators, exposure to designated substances and/or hazardous materials, etc. If you are uncertain whether your position has been designated as Safety Sensitive, please contact a member of the HR team.

All employees in Safety Sensitive Positions must notify their direct supervisor and/or HR member if they have been scheduled to work but may be impaired by drugs or alcohol. Employees in Safety Sensitive Positions must disclose the use of any drugs or medications that could cause impairment before performing any safety sensitive tasks or duties.

The Company may request appropriate information from the employee’s treating physician and/or specialist to ensure that the employee is able to perform their duties in a safe manner.

 3.1.8 Driving While Intoxicated

It is illegal to operate a motor vehicle, for work and non-work purposes, while impaired by drugs or alcohol. You are not permitted to operate any Company vehicle while under the influence of drugs or alcohol. Please notify your supervisor or Human Resource member if you require assistance in arranging for safe transportation.

All employees who operate any motorized vehicle on behalf of the Company during the normal course of their duties must inform their supervisor and/or Human Resources member of any loss of their driver’s license for any reason. In such circumstances, the employee will no longer be permitted to drive. In addition, employees must inform their supervisor or Human Resources member immediately if they have been charged with an impaired driving offence when operating a Company vehicle or driving on behalf of the Company. Where an employee has been charged, the Company will commence and investigation. Actions taken by the Company, including discipline, will be appropriate given the situation. Failure to report a charge by the employee may be grounds for discipline up to and including termination of employment.

4.0 Drug and Alcohol Testing

4.1 Safety Sensitive Positions

The Company will only conduct drug and alcohol testing for employees in safety sensitive positions.

4.2 Circumstances for Testing

The Company may complete drug and alcohol testing under the following conditions:

1. Reasonable Cause Testing: When the Company has reasonable grounds to believe that an employee may be impaired by drugs or alcohol. Testing may take place when a supervisor has reasonable grounds to believe that the actions, appearance and/or conduct of an employee while at work or on Company premises are the result of the use of alcohol or drugs and are creating an unsafe environment. The decision to test shall be made by a supervisor after consultation and agreement with Human Resources. The basis for the decision must be documented and should include specific observations including but not limited to, observed use of a substance, erratic or unusual behaviour, changes in speech or physical appearance, and/or smell of alcohol or drugs on the breath or person.
2. Post Incident & Near Miss: Alcohol and drug testing may be required after a serious work-related incident or near miss incident, as part of a full investigation into the circumstances surrounding the incident. The decision to refer an employee(s), for a test will be made by the supervisor investigating the incident after consultation with Human Resources.
3. Rehabilitation/Return to Work Post Incident: Testing may be required as part of the rehabilitation or return to work process. In situations where employment is continued after a policy violation, employees may be required to pass a return to work test.

Drug and alcohol test performed under this Policy will be conducted by third party provider with the appropriate background, training, and expertise required to perform the testing.

Failure to report for a test, refusal to submit to a test or complete the testing process, refusal to provide appropriate consent, or tampering with a test sample, are violations of this policy and the employee may be subject to disciplinary action up to and including termination.

5.0 Consequences of Policy Violation

Employees who fail to comply with this policy or otherwise engage in illegal activities (ie. possession, use, or sale of illicit drugs) may be subject to discipline up to and including the termination of their employment with cause. Failure of supervisors and managers to meet their obligations under this policy may also be grounds for disciplinary action. In all situations, an investigation will be conducted and documented to verify that a violation has occurred before disciplinary action is taken.

6.0 Roles and Responsibilities

6.1 Employees

Employees are expected to perform their job in a safe manner consistent with established Company policies, practices and guidelines. All employees are required to:

* Read and understand this policy and its application;
* Report fit for work and remain fit while on Company property or conducting Company business;
* Seek and follow appropriate treatment and recommended monitoring programs if they have a current or emerging problem;
* Co-operate with reasonable accommodation efforts and any work modification related to safety concerns;
* Co-operate with an investigation into a violation of this Policy, including any request to participate in the testing program, as and when required to do so under this Policy;
* Be actively engaged in promoting workplace safety, including notifying supervisors or Human Resources where there is reason to believe that another employee may be unfit for work and presents a potential risk to themselves and others.

6.2 Supervisors/Managers

* Taking appropriate steps to initiate an investigation of a possible violation of this Policy;
* Properly documenting observations of suspected impairment and any decisions made under this Policy (including with respect to testing);
* Advising Human Resources and Company management of any situation in which they have grounds to believe an employee or is in violation of this Policy;
* Training team members on this Policy and changes made to this Policy on an ongoing basis.

6.3 Human Resources

* Facilitating modified work and duties, return to work agreements or similar accommodation situations;
* Making referrals for an alcohol and drug test in a post incident or reasonable cause situation;
* Assisting supervisors/managers in handling matters related to this Policy;
* Ongoing review, training, communication and maintenance of this Policy;
* Ensuring employee acknowledgements have been collected confirming that employees have been trained and understand this Policy.

6.4 Company Management

* Ensuring the safe operations and effectiveness of the Policy;
* Taking appropriate steps to investigate a possible violation of the Policy;
* Making arrangements for appropriate support and assessment through Human Resources if an employee discloses a drug or alcohol problem;
* Establishing processes to ensure confidentiality and privacy under the circumstances.

If any clarification or guidance is required, please contact a member of the Human Resources team for assistance.

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I have read and understand this letter and have signed below to acknowledge receipt.

Employee Name:

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SIGNATURE DATE