



Alcohol & Drugs in the Workplace

Guideline:

The Workers' Compensation Board – Alberta is committed to providing a safe and productive workplace for our employees, contractors and visitors. The inappropriate use of alcohol and drugs can have adverse effects on job performance, the health of employees and the safety of the individual and his/her co-workers. The purpose of this guideline is to ensure that the integrity, professionalism, and safety of employees is maintained.

WCB expects that employees behave in an appropriate manner and perform their duties responsibly at all times. An employee, contractor or visitor may not use, possess, or offer for sale alcohol or illicit drugs while at a company workplace or while engaged in company business.

An employee is not in violation of this guideline if:

- The employee is using a prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician, pharmacist or healthcare professional;
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his/her duties; or
- The employee drinks alcohol during approved department or company wide social functions. The employee is encouraged to drink in a responsible manner, and assumes full liability for any actions/conduct arising from the consumption of alcohol. In the case of a sanctioned corporate wide social events taxi chits may be requested from Corporate Wellness or the employee will be reimbursed with the appropriate receipt.

Procedure:

Violation of this guideline is considered serious and will result in corrective action. The appropriate discipline depends on the nature of the violation, the existence of prior violations and/or discipline, and the circumstances surrounding the situation. Some violations are considered sufficiently serious that termination may be warranted on the first occurrence, while other violations may result in progressive corrective action pending the results of an investigation.

Where the employee has a substance abuse or substance dependency problem, the company is committed to assisting the employee with medically recognized individualized assessment, treatment and rehabilitation. If an employee confides in his/her Supervisor, Human Resources or Corporate Wellness that they need assistance in dealing with an addiction the WCB has an obligation to make reasonable accommodations when the employee's condition so requires. Should an employee be unwilling to correct his/her problem and repeated incidents of substance abuse occur the employee may be subject to discipline up to and including termination of employment.

Responsibilities

Management:

- Be knowledgeable of the content of this guideline.
- Pro-actively respond to any reported or suspected violations of this guideline in a consistent and fair manner.
- Notify Human Resources of any employee found to be in violation of this guideline.
- Immediately send any employee home by taxi who reports to work under the influence of alcohol or drugs and notify Corporate Wellness.

- Document any incidents of substance abuse.
- In conjunction with Human Resources and Corporate Security, investigate the violation and follow through with the appropriate discipline.
- Maintain the confidentiality of the individuals concerned, except where disclosure is necessary for the purposes of investigating the situation or taking disciplinary measures in relation to the incident if discipline is being imposed.

Employees:

- Take responsibility for their own safety and the safety of others by ensuring that they do not violate the work rules contained in this guideline.
- Disclose any problems they are experiencing with an alcohol or drug dependency to their Supervisor or Corporate Wellness.
- If undergoing prescribed medical treatment with drugs that could impair their performance report this treatment immediately to Corporate Wellness.
- Cooperate with the recommendations of any required professional assessments and provide medical information to Corporate Wellness as necessary.
- For EFAP services, contact Shepell-FGI at 1-800-363-3872. These services are confidential and available 24 hours a day, seven days a week, and 365 days a year.

Human Resources:

- Ensure that this guideline is communicated and accessible to all employees.
- Advise management and employees regarding the administration of the guideline.
- Advise both management and the employee when an investigation has begun and recommend appropriate interim action.
- In conjunction with Management, investigate the incident and confirm the facts.
- Ensure that employees are given information on where they can access counseling and support, if requested.
- Present the results of the investigation and a suggested resolution to management and the affected parties.
- Involve the Director of Human Resources for final resolution if required.
- Document a substantiated incident accordingly, along with the appropriate disciplinary action on the employee's employment file.
- Ensure no documentation is placed on employee's employment file if the incident is unsubstantiated.
- Ensure the confidentiality of information.

Corporate Security:

- In conjunction with Management and Human Resources, investigate the incident and confirm the facts.
- Turn over any illegal substance to appropriate law enforcement agency.

Corporate Wellness:

- Support Management and Human Resources in providing resources to employees as needed.
- Assist employees in seeking an appropriate treatment plan.
- Ensure that Employee and Family Assistance Program (EFAP) services are available to employees.