



SECTION: Health and Safety

POLICY: HS 10

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PAGE: 1 of 3

DRUGS AND ALCOHOL IN THE WORKPLACE POLICY

PREAMBLE

Safety is our number one priority at Contact Brant. This policy is to protect our organization, employees, clients, and the public at large.

Contact Brant recognizes impairment as a serious health and safety issue in the workplace as it can reduce the abilities and judgement of employees. We also recognize that substance abuse and dependency are medical issues that certain employees may struggle with. Contact Brant is therefore committed to:

- Creating a safe and healthy workplace by prohibiting the unsafe use of drugs and alcohol in the workplace; and
- Providing support to any employees with dependency issues.

Definitions:

Medical Marijuana: Cannabis that is used for medical purposes. The Ontario Human Rights Code “protects people who use cannabis for a medical purpose related to a disability from discriminatory treatment in employment”.

Substance Abuse: The Code also prohibits discrimination against people who have or are perceived to have an addiction to drugs or alcohol (including cannabis) based on the ground of disability.

POLICY

Contact Brant prohibits the use of any substances that lead to impairment including drugs or alcohol, whether legal or illegal, while in the workplace or representing Contact Brant, unless they have been authorized in writing for use by management for medical reasons.

Employees may not be impaired while working, whether on-site, off-site or while working from home. Employees who are unfit to report to work for any reason should notify their supervisor using their regular process.

Employees who fail to comply with this policy may face disciplinary action, including termination, or the involvement of the authorities, where necessary.

PROCEDURES

1. Safety Concerns with Machinery or Equipment: Driving while under the influence on work business is strictly prohibited. Should an employee report to work and inform their supervisor/CEO of their current state of impairment, management is required to take immediate action which may include sending the employee home in a taxicab or other commercial vehicle, and pursuing disciplinary action at a later date when the employee is no longer impaired.
2. Solicitation or Possession of Illegal Substances: Solicitation or possession of illegal substances within the workplace is strictly prohibited at all times. There are no exceptions to this rule.
3. Work Events: There are no exceptions to this policy, even at work events or social gatherings in the community where employees are attending on behalf of work.
4. Duty to Accommodate: Contact Brant is committed to providing disability-related accommodation up to the point of undue hardship to employees who come forward with an addiction issue or to employees who require cannabis for a medical purpose related to a disability under Ontario's Human Rights Code.

Employees with substance abuse or dependency concerns are encouraged to share these challenges with their supervisor or CEO so proper and appropriate accommodations can be organized. They may do so without fear of negative consequences. All employee medical information will be treated as confidential.

5. Medical Use of Cannabis: As per the Ontario Human Rights Code: "An employee can consume edible cannabis for a medical purpose related to a disability in an enclosed workplace, as long as it does not interfere with workplace health and safety or performing essential job duties."

In accordance with smoking and human rights laws:

- Employees may not smoke or vape cannabis for a medical purpose related to a disability in places where laws or rules prohibit smoking or vaping cannabis and tobacco for public health reasons. For example: "Ontario prohibits smoking or vaping cannabis for a recreational or medical purpose in an enclosed workplace".
 - Where there is a medical need to smoke or vape cannabis, Contact Brant will allow an employee who smokes cannabis for a medical purpose to smoke outside in places where smoking is permitted by law.
6. Employee Responsibilities: Employees must:
 - Follow the procedures outlined in this policy.
 - Inform their supervisor/manager in the event, they are under medical care and require the use of a prescription drug which may impair their abilities
 - Employees are not to share their diagnosis or prognosis with the supervisor/manager; the information regarding their medication is precautionary only.

- Employees must also inform their supervisor/manager in the event they arrive at work impaired. If an employee should observe the suspected impairment of another employee, they have a responsibility for informing their supervisor/manager to ensure the health and safety of all others attending the workplace.
7. Supervisor/Manager Responsibilities: Where a manager “observes or otherwise obtains knowledge of a worker’s impairment that could give rise to a hazard in the workplace, they are required to communicate this to any worker that may be in danger and to take every precaution reasonable in the circumstances for the protection of the worker(s).” (Ontario Ministry of Labour)

Supervisors/Managers are also responsible for:

- Informing employees about and enforcing the company’s drug and alcohol policy;
- Ensuring employees under their direct supervision are fit for work;
- Alerting the authorities should an employee attempt to drive while under the influence of a legal or illegal substance;
- Providing job accommodation to employees who require it;
- Providing clear instructions to employees for special events such as company parties to ensure employees clearly understand what they are and are not allowed to do.