

Rural Municipality of Riding Mountain West

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Policy No. PER 09	Reference: Personnel
Policy Title: Drugs & Alcohol Policy	Pages: 3
Policy Effective: November 22, 2023	Adopted by Resolution No. 2023-0642

PRINCIPLES:

The Rural Municipality of Riding Mountain West (RMW) is committed to providing a safe working environment for all employees, councilors, contractors, and our customers/clients. Being impaired at work is an extremely serious matter that affects the health and safety of RMW employees and others.

Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to RMW. This policy sets out RMW’s and its employees’ respective responsibilities regarding alcohol and drugs in a work-related setting.

RMW prohibits:

- the use of alcohol, or any drug that results in an employee being impaired; and
- the sale, use, provision, possession of, or any other activity related to, any drug or alcohol that is contrary to any applicable law;

while the employee is on RMW’s premises, or while performing job functions or otherwise acting on behalf of RMW.

DEFINITIONS:

“**Drug**” means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capable of causing a person to be impaired, including alcohol.

“**Alcohol**” refers to a liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks.

“Impaired” means an employee’s ability to carry out the employee’s job functions in a safe, efficient, or competent manner is negatively affected.

“Safety-Sensitive Duty” means an employment-related duty requiring the employee to operate motorized vehicles, trucks, heavy equipment, or machinery, or other duty defined by RMW or the applicable industry as safety-sensitive.

SCOPE:

This code applies to all employees of the Municipality.

PROCEDURES:

Employee Responsibilities:

As a condition of employment, all employees are required to comply with the following while on RMW’s premises, while performing the employees’ job functions, or otherwise acting on behalf of RMW:

- Not breach any applicable law related to any drug or alcohol;
- Not be impaired;
- Determine, with the employee’s licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired.
- Employees required to perform any safety-sensitive duty must inform the CAO about the employee’s use of any drug or alcohol that may cause them to be impaired.
- Advise their immediate supervisor whenever they believe another employee is impaired.
- An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to RMW and cooperate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

Employer Responsibilities:

- RMW will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the CAO. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their health care professional. Employees also have an obligation to participate in accommodation efforts.

CONSEQUENCES:

Employees who present themselves as impaired will be asked by their supervisor to leave the workplace while they are impaired. The incident shall be documented and presented to the CAO.

Employees who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to disciplinary action, in accordance with the Progressive Discipline Process and related Policy PER 03.

An employee who carries out safety-sensitive duties and who is involved in a safety-related incident before informing RMW of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately for cause.

REVISIONS:

The council may, at its discretion and by resolution, amend the Policy.