

PATHWAYS ABILITIES SOCIETY

POLICY: IMPAIRMENT, ALCOHOL AND DRUGS

Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: 1993

Date Board Approved: November 19, 2018

Replaces Policy Dated: July 18, 2018

Board Member's Signature

Alcohol

At no time will an employee, volunteer or individual receiving services be allowed to work or participate in a state of alcohol impairment.

Employees are not permitted to consume alcohol prior to commencing work and during working hours except when approved by management or supervisors. Approval may be given for staff appreciation events and special events for persons served.

Employees/volunteers who consume alcohol on the society property will also be subject to discipline.

Employees/volunteers whose job performance is impaired by alcohol will be subject to discipline which could include dismissal and will also be encouraged to get the appropriate help to prevent reoccurrence, provided that if they continue to work it does not jeopardize the safety or well-being of the persons served.

If an employee/volunteer is found to be under the influence and too impaired to work, Pathways will caution the employee not to drive an automobile and help them make arrangements to get home. The Employer may contact the RCMP if they feel the health and safety of the community and person is at risk.

Individuals receiving services who are impaired by alcohol may have their services cancelled either temporarily or permanently and will be assisted to get help. Pathways Abilities Society staff will help the person make arrangements to get home.

If Pathways hosts events for staff, volunteers and/or the people we serve, their families, caregivers or stakeholders, where alcohol is served, Pathways will implement one or all of the following:

- Prior to the event, inform attendees that they are not to drink and drive.
- Hire a bartender and trained servers and staff.
- Designate an employer representative to monitor the event.
- Limit the number of drinks.
- Have sufficient food and non-alcoholic beverages available.
- Stop serving alcohol at least one hour before the event is scheduled to end.

- Arrange a taxi or designated driver to ensure safe transportation home.

Drugs

At no time will an employee, volunteer or individual receiving services be allowed to work or participate in a state of drug impairment.

Employees are not permitted to use marijuana prior to commencing work and during working hours.

Taking or possessing illegal drugs on any Pathways Abilities Society property or while taking part in a Pathways Abilities Society activity is not allowed. The RCMP will be notified immediately.

In situations of drug impairment, whether by legal prescription, non-prescription drugs or by illegal drugs, the Employer will take steps necessary to protect the persons served, staff and volunteers and ensure the provision of quality care.

At no time will an employee, volunteer or individual receiving services be permitted to work or participate in a state of drug impairment.

Employees/volunteers who possess drugs and/or whose job performance is impaired by drugs will be subject to discipline which could include dismissal and will also be encouraged to get the help to prevent reoccurrence, provided continuation of employment does not jeopardize the safety or well-being of the persons served.

If an employee/volunteer is found to be under the influence and too impaired to work, the Employer will caution the employee not to drive an automobile and help the employee make arrangements to get home.

Supported individuals who possess drugs and/or are impaired by drugs may have their services cancelled either temporarily or permanently and will be assisted to get help. Pathways Abilities Society staff will help the person make arrangements to get home.