

PATHWAYS ABILITIES SOCIETY

PROCEDURE: IMPAIRMENT, ALCOHOL AND DRUGS

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: 1993

Effective Date: November 19, 2018

Replaces Procedure Dated: January 28, 2013

Employees and Volunteers

1. Employees, volunteers, or individuals receiving services who suspect that a coworker or volunteer is under the influence of alcohol or drugs report it immediately to the supervisor.

2. If the condition relates to the use of prescription/non-prescription medicinal drugs the person is told they are no longer able to work and appropriate arrangements need to be made to get them home. They will be placed on sick leave and is required to supply a doctor's certificate identifying the drug used, the purpose, and potential side effects. Employees/volunteers found to be abusing prescription/non-prescription medicinal drugs are subject to disciplinary action, up to and including dismissal.

3. If the condition relates to alcohol or marijuana usage the employee or volunteer is suspended for the remainder of the shift, without pay, and given a written warning. Appropriate arrangements need to be made to get the person home. If the employee/volunteer's condition is sufficient to place individuals at risk, the employee/volunteer may be subject to immediate dismissal.

4. The second time this happens, the employee/volunteer is dismissed without further recourse.

5. If the condition relates to illegal drug use or the employee is found in possession of illegal drugs the employee is sent home and/or the RCMP called. The employee or volunteer is dismissed immediately unless mitigating circumstances are determined.

Persons Served

1. If employees, volunteers, or individuals receiving services suspect that a person receiving services is under the influence of alcohol or drugs, they report it immediately to the supervisor.

2. If the condition relates to alcohol or marijuana usage or use of prescription/non-prescription medicinal drugs the person's support person or care provider will be called and asked to pick up the individual.

3. The second time this happens the person may not be able to come back to Pathways Abilities Society and receive services. The supervisor arranges a meeting with the person and an advocate if they so choose, to determine what will happen next.

4. If the condition relates to illegal drug use or the individual is found to have illegal drugs the individual is sent home and/or the RCMP called. The individual may not be able to come back to Pathways Abilities Society and receive services. The supervisor arranges a meeting with the person and an advocate if they so choose, to determine what will happen next.