

HR31	SUBSTANCE USE		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To set out the Library's commitment to providing a workplace that promotes a safe and productive work environment for all employees in the context of substance use.

2. SCOPE

This policy applies to the Board, employees, and volunteers.

3. DEFINITIONS

Drug(s) – Includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.

Impaired or Impairment – A deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.

Library Property – Includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the Library and wherever located.

Substance Use Disorder – Means a condition in which the recurrent use of alcohol, drugs, medication, or any other substance causes impairment of daily life, such as health problems, disability, and failure to meet responsibilities at work or home, and includes the conditions classified as substance use disorders in the *Diagnostic and Statistical Manual Of Mental Disorders, Fifth Edition*, as amended.

Working Hours – Means the hours an employee works, is scheduled to work, is called in, or otherwise requested or required to work during a day, and includes but is not limited to stand-by hours, paid and unpaid breaks, and any overtime hours the employee is required to, offers to, or does work.

4. SUBSTANCE USE

- a. The Library prohibits employees from consuming or using drugs, alcohol, or medication at a time, whether on or off duty, such that the employee is impaired during their working hours. Additionally, the Library strictly prohibits employees from the possession of drugs (including but not limited to cannabis) on or off Library property during working hours.
- b. The Library has an obligation to ensure that employees whose impairment endangers the employee or anyone else, do not remain in the workplace. This also applies to independent contractors and members of the public.
- c. No person will be allowed to remain at a Library worksite, or to continue working, where upon reasonable grounds it is believed that the person has consumed alcohol, drugs or medication causing impairment, or has otherwise breached this policy.
- d. Employees required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician's directions, at a time, whether on or off of Library property, that could cause them to be impaired during working hours are required to notify their supervisor immediately, and prior to breaching this policy.

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- e. Where an employee has or suspects they may have a substance use disorder, they are required to notify the Chief Librarian immediately, and prior to breaching this policy.

5. DISCIPLINARY ACTION

- a. Violation of this policy will attract disciplinary action appropriate to the circumstances, up to and including termination. Additionally, for those employees required to operate a motorized vehicle in the course of Library employment, the possession and/or use of alcohol or prohibited substances, or willful improper use of pharmaceuticals while on duty (including rest and lunch breaks) and/or on Library Property may result in termination.
- b. Employees who fail to disclose they suffer from a substance use disorder, or fail to disclose a need to use medication that could cause impairment, prior to breaching this policy, will be subject to disciplinary action up to and including termination of employment.
- c. Where a breach of this policy relates to illegal drugs, the Authorities may be notified.

RELATED POLICIES

Nil.