

**MS Word Export To Multiple PDF Files Software - Please
purchase license.
Manual of Administration**

| | | |
|---------------------------------|--|-----------------------------|
| TOPIC: Administration | SUBJECT: Alcohol, Prescription and Non-Prescription Drugs (Use of) | Code: AD001 |
| | | Date of Issue: 01/94 |
| | | Revised: July 2008 |
| | | Page 1 of 2 |

PREAMBLE: This policy is jointly owned and supported by all members of the Employee/Employer Relations Committee.

PURPOSE:

Avenue II prohibits the use of alcohol and drugs in the workplace, prohibits staff from reporting to work under the influence of drugs or alcohol. It is a Health and Safety risk to the individual, staff, person receiving support, and/or the general public. Any actions by staff which may jeopardize the safety of persons receiving support or staff and/or may negatively affect the performance of staff during working hours is an unacceptable standard of conduct. Safety of all is of the utmost importance, in addition to quality service delivery. All employees have a moral and legal responsibility to refrain from using alcohol and other substance abuse material while working or reporting to work under any such substance.

DEFINITION:

A drug is any substance taken into the body which changes the way the body or mind works. This includes, but is not limited to, alcohol, prescription, and non-prescription drugs.

PROCEDURE:

1. Staff using prescribed medication that may negatively affect performance in the workplace have an obligation to inform their supervisor of such use and its effect. The supervisor may deem the employee unable to perform their duties while using such medication or where possible look for alternate work assignments.
2. In order to maintain a safe and healthy workplace, all staff members have an obligation to report the incident of suspected or actual substance abuse to their Manager/Director, or the On-Call Supervisor, immediately. Failure to do so may result in discipline.

| | | |
|---------------------------------|--|-----------------------------|
| TOPIC: Administration | SUBJECT: Alcohol, Prescription and Non-Prescription Drugs (Use of) | Code: AD001 |
| | | Date of Issue: 01/94 |
| | | Revised: July 2008 |
| | | Page 2 of 2 |

3. Avenue II prohibits the use of alcohol/substance abuse in the workplace, and/or reporting to work under the influence of alcohol or other non-prescribed chemicals. Violation of this policy will result in discipline which may be up to termination. All situations will be evaluated on an individual basis.
4. **In the case of illicit drugs, the agency must obey the law and, in doing so, will call the police.**
5. Staff who have an addiction to alcohol or drugs should access the Employee Assistance Program (EAP) or independent
6. counseling to deal with the issue.