

# Governance Policy:

## POL #GP-0006



**Policy:** Alcohol and Drug Policy

**Date of Creation:** 29/03/23

**Last Reviewed:** 11/04/23

**Next Review:** April 2024

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### 1.0 Authority

- 1.1 In accordance with the Students' Association of Olds College (SAOC) Bylaws, the Executive Director is responsible for the day-to-day operations and management of the organization in accordance with policy and strategic direction set by the Board.
- 1.2 In accordance with the Students' Association of Olds College (SAOC) Bylaws, the powers and duties of the Board of Directors includes making policies and decisions regulating the conduct of the organization provided such policies and decisions are consistent with applicable legislation and SAOC bylaws.

### 2.0 Purpose and Scope

- 2.1 SAOC is committed to maintaining and promoting a safe work environment. In accordance with this commitment, the purpose of this policy is to:
  - a. Establish expectations regarding the use of substances that may impact individuals' ability to perform their duties safely and effectively;
  - b. Manage increased risks associated with Alcohol and Drug use;
  - c. Establish processes to address Alcohol and Drug use issues that may impact the workplace or an individual's ability to perform their duties safely or effectively; and
  - d. Encourage early detection of substance dependency and facilitate early intervention and support.
- 2.2 This policy applies to all SAOC employees, directors, officers, and volunteers.

### 3.0 Definitions

- 3.1 **Alcohol** refers to the intoxicating agent in beverage alcohol (e.g. wine, beer, distilled spirits) that causes Impairment.

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- 3.2 **Drugs** refers to any substance, including legal and illegal drugs, over-the-counter and prescription medications, and herbal preparations that may cause Impairment.
- 3.3 **Fit for Work** refers to an individual's ability to perform all assigned duties safely, legally, and acceptably without being Impaired due to the use or after-effects of Alcohol or Drugs.
- 3.4 **Impairment** or **Impaired** refers to a change in the way a person thinks, feels, or acts as a result of using Alcohol or Drugs that may negatively affect their ability to behave safely or perform their responsibilities effectively.

#### 4.0 General

- 4.1 All individuals must:
  - a. Comply with applicable legislation regarding the possession, manufacture, use, sale, distribution, and transfer of Alcohol and Drugs.
  - b. Arrive Fit for Work and remain Fit for Work at all times when working on SAOC premises, engaged in SAOC business, or on-call;
  - c. Abstain from using Alcohol or Drugs during work hours or when engaged in SAOC business, unless authorized by the Executive Director and except as detailed section 4.2;
  - d. Inform their supervisor immediately if they are unable to safely and efficiently perform their duties due to Alcohol or Drug use;
  - e. Inform their supervisor if an accommodation is required for use of prescription medication or a substance dependency in accordance with SAOC's duty to accommodate; and
  - f. If applicable, seek professional assistance for a substance dependency, and follow any recommended treatment, relapse prevention program, and modified work plan following treatment.
- 4.2 Individuals may possess or use Drugs that are over-the-counter or prescription medications during work hours under the following conditions:
  - a. If applicable, the individual has a valid and current prescription;

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- b. The individual is using the medication for its intended purpose and in the manner directed by the individual's physician, pharmacist, or the Drug manufacturer;
- c. The potential side effects are known and will not adversely affect the individual's ability to be Fit for Work; and
- d. The individual has notified their supervisor of potentially unsafe side effects associated with use of the prescription medication that could cause Impairment and identified any need for accommodation before arriving to work.

4.3 If an individual is Impaired by Alcohol or Drugs and is contacted to perform unscheduled services (i.e. unscheduled on-call), the individual must decline the work request and will not face any disciplinary action as a result of declining the work request.

### **5.0 Support for Substance Dependency**

5.1 Individuals who believe they have a substance dependency may seek advice and support from a substance abuse professional through student or staff health and wellness plans, or via Olds College's on-campus counselling services.

5.2 Individuals are encouraged to voluntarily disclose if they have a substance dependency in the interests of preventing incidents that could impact the health and safety of others, and so that they may be accommodated in accordance with SAOC's duty to accommodate. Failure to disclose a substance dependency before an incident may result in termination of employment.

### **6.0 Social Hosting**

6.1 Individuals hosting SAOC business or staff functions that are or may be perceived to be affiliated with the SAOC, where Alcohol may be available, on or off SAOC premises, must ensure the event is managed in a way that minimizes the potential for harmful situations by:

- a. Communicating to attendees that alcohol will be available;
- b. Utilizing strategies to discourage over-consumption (e.g. issuing drink tickets, serving food, and offering complimentary non-alcoholic beverages);
- c. Ensuring that individuals currently working, scheduled to work in the near future, or scheduled on-call are Fit for Work in accordance with this policy; and
- d. Encouraging attendees to arrange for alternate transportation (e.g. taxis, transit, provided transportation).

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### 7.0 Compliance & Enforcement

- 7.1 Individuals must comply with all elements of this policy and shall support others in doing so.
- 7.2 All concerns about potential violations of this policy will be investigated in accordance with SAOC policy and SAOC will take corrective action to address incidents.
- 7.3 Individuals who violate this policy may be subject to disciplinary action up to and including dismissal.

### 8.0 References

- [Students' Association of Olds College \(SAOC\) Bylaws](#)
- [Alberta Human Rights Act – Duty to Accommodate](#)