



Building Healthy Minds and Bodies since 1977

4.24 SUBSTANCE MISUSE POLICY

OVERVIEW

Okanagan Gymnastics Centre (OGC) is committed to assist in protecting employees, customers, members, visitors, volunteers and the public from the potential adverse effects of the inappropriate use or after-effects of drugs and/or alcohol, or any other mood altering substances that may endanger their health and safety or that of any other person.

Misuse of drugs and/or alcohol, is a health concern that affects many individuals. Generally, substance use becomes a problem when an individual has lost control over their use and/or continues to use despite experiencing negative consequences.

Substance misuse is a safety issue (causing accidents, injury and even death); and the employee typically has higher absenteeism and lower productivity. Substance misuse also affects other employees in the workplace with higher turnover rates, decreased staff morale and can create a negative atmosphere where employees may feel compelled to cover for the suspected employee.

For the purposes of this policy, the definition of substance misuse will be “the use of a potentially impairing substance to the point that it adversely affects performance or safety at work, either directly through intoxication or hangover, or indirectly through social or health problems”. This definition was taken from the Canadian Centre on Substance Abuse (CCSA).

PURPOSE

To protect the employees, athletes, volunteers and public from potential adverse effects from the inappropriate use of drugs and/or alcohol or any other mood altering substances.

To encourage and support employees to take steps to resolve medical or health conditions that might put those in the workplace at risk.

To enable employees with substance use disorders to get well. OGC will support return to work of employees facing difficulties with substance use once they are deemed medically fit for return to work.

To clarify OGC's expectations regarding inappropriate use of drugs and/or alcohol or any other mood altering substances ~~and drugs~~ by employees, and to provide guidelines for dealing with those who do not meet these expectations.

POLICY

1. Employees of OGC are expected to arrive at work fit for duty and perform their assigned duties safely and responsibly without any limitations due to inappropriate use of or after-effects of use of drugs and/or alcohol, or any other mood altering substances that may endanger their health and safety or that of any other person (Work Safe BC Regulation, Part 4, 4.20(1)(2)(3)).
2. OGC is required to send any individual home and/or off the premises, if there is reason to suspect the individual is impaired by drugs and/or alcohol, or any other mood altering substances.
3. OGC does not tolerate use of drugs and/or alcohol, or any mood altering substance or the use or the misuse of prescribed medications by any individual while engaged in OGC business or working on OGC premises. It is the responsibility of every individual to comply with this expectation.
4. Moderate, responsible consumption of alcohol is permitted at social functions off OGC premises where attendance is required for OGC business, provided there is no substance dependency concerns.
5. An employee reporting for duty under the influence or after-effects of drugs and/or alcohol, which may endanger his/her health or safety, or the health or safety of other persons, will not be permitted to remain on the premises.
6. Sub-standard performance due to alcoholism or drug dependency although recognized as an illness, will not be allowed by OGC. The Director of Operations will support an employee with such an illness to identify a source of counselling to aid the employee with their difficulty, should the employee request such aid.

PROCEDURE

1. Alcoholism or problem drinking and drug dependency are illnesses that require treatment. It is the responsibility of the employee to seek treatment at the earliest possible opportunity.
2. Alcohol or drug dependency problems are a safety issue and must be disclosed to the employee's supervisor and/or Director of Operations so that managerial and supervisory employees are able to ensure that safety aspects of OGC's operations are addressed. Disclosure is not needed, for past alcohol or drug dependency problems that have been in remission for six years or more.

3. Individuals who think they are developing an alcohol and/or drug problem are expected to act responsibly and seek assistance from their personal physician(s) and or appropriate community resources before their job performance is affected or violations of this policy and related guidelines occur (Work Safe BC Regulation, Part 4; 4.19(1)).
4. Employees are required to use all medications responsibly. Employees are required to consult with their physician or pharmacist to check if medications they are using have any potential negative effects that may affect job performance and safety. A doctor's note may be requested by OGC supervisors stating that current prescribed medication will not impair employee function or cause safety concerns. Employees, who believe that their use of prescribed medications is or may have an adverse effect on their performance including safety issues, are required to report this in confidence to the Director of Operations who will assist with any necessary accommodations to their jobs such as modified hours, duties, or sick leave (Sick Leave Policy) absence as defined by their benefit plan if applicable.
5. Individuals, who suspect, recognize or are advised of a substance dependency or developing alcohol or drug problem in others must advise their Director of Operations or designate as soon as possible.

Policy Compliance:

Violation of this policy and related guidelines may result in disciplinary action up to and including termination of employment, suspension or removal from workplace and/or termination of the contract for those under a service contract.

1. On the first offence, employee will be sent home for remainder of his/her shift without pay and be given a written warning regarding the seriousness of the incident. Penalties for a second violation will be clearly presented to the employee. The employee will be encouraged to seek professional services and counselling.
2. If a second offence occurs within 12 months of the first offence, the employee will be sent home for the remainder of the shift without pay and will face disciplinary measures up to and including dismissal.
3. Should a third violation occur within 12 months of a first and second offence, the offending employee will be sent home and employment will be terminated. Employees reporting for duty or found on duty in a condition of a drug or alcohol impairment which interferes with job performance will be sent home on sick leave (Sick Leave Policy).