

**DRUG AND ALCOHOL
POLICY**

September 2015

Contents

1.	PURPOSE AND APPLICATION.....	3
2.	DEFINITIONS	3
3.	RESPONSIBILITIES.....	4
4.	APPROPRIATE USE OF PRESCRIPTION MEDICATION	4
5.	SPECIFIC PROHIBITIONS.....	5
6.	PREVENTION, ACCOMODATION AND REHABILITATION.....	6
7.	INVESTIGATIVE PROCEDURES.....	7
8.	CONFIDENTIALITY	7

1. PURPOSE AND APPLICATION

As a responsible employer and institution of learning, **Vancouver Waldorf School** (the "School") is committed to providing a safe and productive learning and working environment. The use of illegal drugs and the inappropriate use of alcohol, medications and other psychoactive substances can have a negative effect on an Employee's health, safety and job performance. It can also negatively affect or even endanger co-workers, students, members of the community and the learning/working environment generally.

Vancouver Waldorf School is committed to operating safely and minimizing risk in all of its endeavours. This Drug and Alcohol Policy (the "Policy") is implemented in connection with this commitment and will be subject to ongoing review and evaluation, and modifications shall be made (as deemed necessary) to respond to current circumstances and evolving needs.

This Policy applies to all Employees while they are doing work or volunteering for **Vancouver Waldorf School** or representing the School in any capacity, whether such activities occur on **Vancouver Waldorf School** premises or property, or at School sponsored events, field trips or other off-site locations. The standards and expectations set out in this Policy shall apply equally to all volunteers, contractors and members of the community when they participate in activities associated with **Vancouver Waldorf School**.

Violations of this Policy may result in disciplinary action up to and including termination of employment.

2. DEFINITIONS

Many terms that are used in this Policy have defined meanings which are intended to clarify the scope and application of the Policy. Employees are encouraged to be familiar with these definitions to ensure that each Employee has an accurate understanding of the Policy.

Defined words and phrases are identified by the use of capital letters throughout the text of the Policy. The defined terms in this Policy include the following:

- **Alcohol:** means beer, wine, liquor and other substances which contain ethanol or ethyl alcohol or similar intoxicating agents, whether or not intended as a beverage.
- **Illegal Drug(s):** includes any substance, other than Alcohol or Medication, the possession, use, or sale of which is prohibited, restricted or controlled by law, and which, if present in the body, have a psychoactive and/or physiological effect and may adversely affect work performance and/or fitness to continue working safely and effectively in one's position of employment with the School. Illegal Drugs include, but are not limited to, marijuana (cannabinoids), opiates, PCP (phencyclidine), cocaine, heroin, methadone, methaqualone, amphetamines, barbiturates, benzodiazepines, narcotics, hallucinogens, inhalants, "designer" drugs, and/or any substances and/or materials that are prohibited by law.
- **Medication:** means a drug/narcotic that is intended by the manufacturer, a physician or the user for the treatment of a physical or mental condition, whether or not the drug/narcotic is

prescribed by a physician, the use of which could affect work performance and/or fitness to continue working safely and effectively in one's position of employment with the School.

- **Employee:** means all full-time, part-time, temporary, casual and seasonal Employees (including all faculty and staff) employed by the **Vancouver Waldorf School**.
- **Fit for Work:** means, for the purposes of this Policy, being free from the influence or latent effects of Alcohol, Illegal Drugs or Medication use, such that one is able to safely and productively perform his or her duties without any limitations or safety risks associated with the use of Alcohol, Illegal Drugs or Medication.
- **On Duty:** refers to any period during which an Employee:
 - is doing work or volunteering for **Vancouver Waldorf School** or representing the School in any capacity, whether such activities occur on **Vancouver Waldorf School** premises or property, or at School sponsored events, field trips or other off-site locations; and
 - includes meal breaks, other breaks, and any period during which an Employee may be called upon to perform work or volunteer for **Vancouver Waldorf School** or represent the School in any capacity, whether such activities occur on **Vancouver Waldorf School** premises or property, or at School sponsored events, field trips or other off-site locations.

3. RESPONSIBILITIES

- Each Employee is responsible for performing his or her job safely and responsibly, and in all ways consistent with established **Vancouver Waldorf School** practices.
- Every Employee must read and understand this Policy, and direct any questions they may have regarding the Policy to the School's Business Manager.
- Employees must be Fit for Work at all times when they are On Duty.
- Employees must immediately notify the School's Business Manager if he or she believes an Employee, volunteer, contractor or member of the community is participating in any activities associated with **Vancouver Waldorf School** in a manner which is inconsistent with the terms of this Policy.
- Any Employee who fails to meet their responsibilities under this Policy will be subject to disciplinary action, up to and including termination of employment.

4. APPROPRIATE USE OF PRESCRIPTION MEDICATION

An Employee's proper use of Medication, whether available over-the-counter or prescribed by a physician, is not prohibited by this Policy. It is each Employee's responsibility to confirm with a physician or pharmacist regarding whether the use of Medication may adversely affect performance or safety at work.

An Employee who is using Medication for which he/she has a valid prescription, but which may impair the Employee's ability to attend safely to his/her duties in the School (or which may otherwise adversely affect the Employee's job performance), must report such Medication use to the School's Business Manager and may be asked to provide further medical information to

permit an assessment of the Employee's ability to work safely. Such information is inherently very private and will be treated confidentially by the Business Manager and **Vancouver Waldorf School**.

In such cases, the School will conduct an individualized assessment of the individual's ability to perform the essential functions of the job in question while utilizing such Medication without posing a direct threat to the health or safety of the Employee or others in the workplace, before taking any further action related to the individual's employment. As part of this process, **Vancouver Waldorf School** and, where appropriate, the Employee and the Employee's physician, will determine the appropriate response consistent with applicable law.

5. SPECIFIC PROHIBITIONS

Employees are strictly prohibited from engaging in the conduct outlined in this section:

- **Students:** Employees must not, at any time or under any circumstances, offer, sell, provide, share or make available Alcohol, Illegal Drugs or Medication to students (of any age).
- **Alcohol:** The use (consumption), possession, sale or distribution of Alcohol is prohibited while On Duty and/or while on **Vancouver Waldorf School** premises or property (including parking lots) or while operating/occupying vehicles owned or used by **Vancouver Waldorf School**.

The use of Alcohol while off duty, in circumstances such that the Employee's work performance and/or Fitness to Work while On Duty may be adversely affected, is prohibited. For purposes of this Policy, adverse effects include any latent, carry-over or hangover effects of Alcohol which may affect the Employee's work performance and/or Fitness to Work while On Duty.

Employees shall be responsible in their consumption of Alcohol during off-duty times, allowing sufficient time for Alcohol consumed to be fully metabolized before reporting to work.

Alcohol consumption may be permitted at **Vancouver Waldorf School** sponsored social events or School business events, provided that prior approval is granted from the Business Manager or an authorized delegate. In such circumstances, Employees are expected to consume Alcohol responsibly – excessive Alcohol consumption and intoxication at such events remain prohibited. This exception shall never apply to **Vancouver Waldorf School** sponsored events or field trips where Employees are responsible for the supervision and well-being of students.

- **Illegal Drugs:** The use, possession, sale or distribution of an Illegal Drug or Illegal Drug paraphernalia is prohibited while On Duty and/or while on **Vancouver Waldorf School** premises or property (including parking lots) or while operating/occupying vehicles owned or used by **Vancouver Waldorf School**.

The use of an Illegal Drug while off duty, in circumstances such that the Employee's work performance and/or Fitness to Work while On Duty may be adversely affected, is prohibited. For purposes of this Policy, adverse effects include any latent, carry-over or hangover effects of an Illegal Drug which may affect the Employee's work performance and/or Fitness to Work while On Duty.

Vancouver Waldorf School does not condone the use of Illegal Drugs at any time. Should an Employee choose to use Illegal Drugs while off duty, such Employees shall be responsible in their consumption of Illegal Drugs allowing sufficient time for the Illegal Drugs consumed to be fully metabolized before reporting to work. If an Employee possesses or uses Illegal Drugs while off duty, the Employee may be subject to discipline up to and including termination of employment if it is determined that such Illegal Drug possession or use is antithetical to the responsibilities associated with the Employee's continued employment with **Vancouver Waldorf School**.

- **Medication:** Employees must act responsibly with regard to the use of Medication, whether over-the-counter or prescribed by a physician, to prevent adverse effects on work performance and/or Fitness to Work while On Duty. Employees are expected to consult a physician or pharmacist when the potential effects of use of the Medication or combination of Medications on work performance are unknown to the Employee.

Possession or use of Medication while an Employee is On Duty, without a legally obtained prescription and/or a medically supported requirement for the use of such Medication, is prohibited. The sale or distribution of Medication while On Duty is also prohibited.

6. PREVENTION, ACCOMMODATION AND REHABILITATION

Vancouver Waldorf School is committed to working cooperatively with employees experiencing temporary or permanent disabilities, including dependency or addiction problems associated with Alcohol, Illegal Drugs or Medication, in order to find opportunities to assist in their rehabilitation and facilitate their safe return to work as soon as they are fit to do so.

Vancouver Waldorf School encourages employees to voluntarily seek help with problems associated with the use Alcohol, Illegal Drugs or Medication, by contacting the Employee Assistance Program and/or the School's Business Manager for more information.

Employees are encouraged to access assistance through the **Vancouver Waldorf School** Employee Assistance Program, their doctor, or appropriate community services for help with any problem that may be affecting work performance, including an Alcohol, Illegal Drugs or Medication problem. Employees not covered by the **Vancouver Waldorf School** benefit plan should seek assistance from their doctor and/or community resources.

Employees who suspect they have a substance dependency, including a current or emerging Alcohol, Illegal Drugs or Medication problem, are expected to get help and to follow appropriate treatment right away and before job performance is affected or violations of this

Policy occur. Following a violation of this Policy, Employees may be referred for an assessment by a substance abuse professional.

All Employees who participate in a treatment program (e.g., residential or out-patient treatment), or who seek assistance from **Vancouver Waldorf School** in connection with a problem concerning Alcohol, Illegal Drug or Medication use, shall be required to participate in an aftercare program designed to help them maintain recovery when they are fit to return to work. Such Employees may be required to enter into a written agreement with the School, which will outline the conditions that apply to their return to the work and the consequences of their failure to meet those conditions.

7. INVESTIGATIVE PROCEDURES

In all situations when there is good reason to believe an Employee is not Fit for Work while On Duty (based on a combination of indicators which may include behaviour, odour, and/or the presence of Illegal Drugs or Illegal Drug paraphernalia, or Alcohol or Medication), the Employee will be escorted by the Business Manager or authorized delegate to a safe and private location, interviewed, and provided an opportunity to explain why he or she appears to not be Fit for Work.

If the Employee's explanation is inconsistent with reasonable observations and the surrounding known circumstances and/or the Business Manager or authorized delegate still believes the Employee is not Fit for Work, the Business Manager or authorized delegate must take one or more of the following actions:

- investigate further by questioning the Employee to determine the reason that the Employee is not Fit for Work to determine whether a referral for medical attention/consultation is required and, if it is so determined, refer the Employee for medical attention/consultation; and/or
- temporarily remove the Employee from his or her duties, or reassign the Employee until the investigation is completed.

In circumstances where an Employee is instructed to leave **Vancouver Waldorf School** property or premises, or a School sponsored event, due to reasonable suspicion that he or she is not Fit for Work, the Business Manager or authorized delegate will ensure the Employee is provided safe transportation to their residence or a medical facility, at the School's expense.

8. CONFIDENTIALITY

Vancouver Waldorf School shall respect Employee privacy at all times and an Employee's private information will be kept confidential to the greatest extent possible, except where limited disclosure is necessary for related health and safety concerns (e.g., there is deemed to be a potential for risk to self, others or the School), accommodation purposes, or where required or permitted by law.

Acknowledgement

I have read and understand the content, requirements, and expectations of this Policy. I have received a copy of the Policy and agree to abide by the Policy as a condition of my employment and my continuing employment at Vancouver Waldorf School. I understand that if I have questions, at any time, regarding this Policy, I am expected to consult with the School’s Business Manager.

Name of Employee (print)

Date

Employee’s Signature