



Hamlet of Fort Liard

PERSONNEL POLICY and PROCEDURES

Subject: **SUBSTANCE ABUSE**

The Hamlet of Fort Liard ("Hamlet") is committed to providing a drug-free, healthful and safe workplace recognizing that substance abuse is a danger to the health and safety of its employees and the public.

The purpose of the ***Substance Abuse Policy*** is to provide procedures for managerial reaction to the abuse of alcohol, illegal drugs and/or prescribed medication.

To ensure the Hamlets goal and objectives are met employees are required to report to work in appropriate mental and physical condition to perform their work. Management will ensure take appropriate actions to ensure that impaired employees are dealt with in an appropriate manner.

APPLICATION

This policy applies to all Hamlet employees.

Where there is any conflict between this policy and policies set forth in a statute of the territorial or federal government, territorial or federal statute shall supersede the provisions of this policy.

POLICY

1. While on Hamlet premises and while conducting business-related activities off Hamlet premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
2. The use, sale or possession of illegal drugs while on the job or on Hamlet property is cause for dismissal. Any illegal substance will be turned over to the appropriate law enforcement agency.
3. Employees undergoing medical treatment requiring the use of prescribed medication that may impair their performance at work are required to report the treatment to their immediate supervisor. The supervisor will determine whether the affected employee may safely perform their duties while undergoing treatment.

PROCEDURE

4. Employees who report to work under the influence of alcohol or illegal drugs will be immediately sent home and will not be allowed to work their scheduled shift.

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5. Employees, who during their scheduled shift, are found to be using alcohol or illegal drugs will be immediately sent home and will not be allowed to work their scheduled shift.
6. The employees' immediate supervisor will be responsible for documenting any incidents of substance abuse as described above.
7. The employees' immediate supervisor will contact the Senior Administrative Officer and advise him/her of any employee found to be in violation of this policy.
8. The Senior Administrative Officer ("SAO") in conjunction with the supervisor and will determine the appropriate course of action required in the circumstances.

SUPPORT FOR TREATMENT

9. Employees who suffer from drug or alcohol abuse are required to report it to the Employer. The Employer will then develop, in collaboration with the employee, an employee-specific plan for accommodating the employee while they seek treatment.
10. Employees are required to fully participate in the treatment plan and may be subject to periodic performance evaluations by the Employer.
11. Failure to disclose an alcohol or drug abuse problem, refusal to participate in a treatment plan and/or repeated incidents of substances abuse in the workplace may result in termination from employment with just cause.

REPEAL

12. This policy is effective January 24, 2020 and the Substance Abuse Policy and amendments prior to this date are repealed.

This policy shall not be interpreted to contradict or violate a statute or regulation of the Federal or NWT Governments or the Hamlet Employment Bylaw.

The Hamlet Council will regularly review this policy and make any amendments considered appropriate.

Approved Motion: 2020-17