

Manual of Administration

TOPIC: Administration	SUBJECT: Alcohol, Prescription, Non-Prescription or Recreational Drugs (Use of)	Code: AD001
		Date of Issue: January 1994
		Revised: November 2018
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PURPOSE: To CLARIFY THAT ALL STAFF MUST REPORT TO WORK FIT FOR DUTY AND THE CONSUMPTION, SALE AND/OR DISTRIBUTION OF ALCOHOL, PRESCRIPTION, NON-PRESCRIPTION OR RECREATIONAL DRUGS (INCLUDING CANNABIS) IS PROHIBITED IN THE WORKPLACE.

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 client, staff, 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.

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, non-prescription or recreational drugs.

PROCEDURE:

1. Staff using medication that may negatively affect performance or compromise safety 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. Failure to report will result in discipline up to and including termination of employment.
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 use and abuse to their Manager/Director, or the On-Call Supervisor, immediately. Failure to do so may result in discipline.

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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 drugs by employees. Violation of this policy will result in discipline which may be up to and including termination. All situations will be evaluated on an individual basis.
4. **In the case of illicit/illegal 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 appropriate treatment to deal with the issue.