

**IMPAIRMENT POLICY FOR EMPLOYEES**

<b>Policy Name:</b> Impairment Policy for Employees	<b>Responsible Owner:</b> Associate Vice President, Human Resources	<b>Created:</b> 2018 Jul
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**A. PURPOSE**

This policy articulates Douglas College’s expectations of Employees with respect to attending work free from the impairing effects of alcohol or Drugs, including Medication.

**B. SCOPE**

This policy applies to all Employees and Contractors of Douglas College (the College).

**C. DEFINITIONS**

**College Campuses and Properties:** In addition to the College’s physical campuses and centres, includes, for the purposes of this policy, any building, structure, parking lot, College vehicle, space or land (including vacant land or space) controlled, owned, leased and/or occupied by the College, as well as technology and technological spaces—such as online learning platforms and social media networks—that are relied upon by students and/or Employees in the completion of their studies and/or work.

**College Community:** All College Employees, students and Board members, and any other person who is contractually obligated to comply with College policy.

**Contractor:** A person or company that undertakes a contract with the College to provide materials or labour to perform a service or do a job.

**Drug(s):** Includes but is not limited to any substance that affects a person’s physical or mental capacity or functioning, causes a marked change in consciousness, or has a physiological effect when ingested or otherwise introduced into the body; includes both legal and illegal forms of such substances.

**Employee(s):** A person employed by the College, including administrators, contract Employees, faculty members, staff members and students when employed by the College (e.g., as student assistants or peer tutors).

**Fit for Duty:** The condition of an individual being free from the influence of any legal or illegal Drug, alcohol, Medication or other impairing substance or condition that disrupts the College's working environment or compromises the safety of the individual or others.

**Impaired or Impairment:** A deterioration or diminishment of an individual's physiological ability, functioning, judgement, or condition such that the person may reasonably be deemed not Fit for Duty; includes but is not limited to the individual being unable to function as that individual does under normal or usual conditions, or safely, because of intoxication by a substance.

**Medication:** A substance obtained legally, either over-the-counter or through a doctor's prescription, and taken in accordance with the directions of the manufacturer, if over-the-counter, or of the prescribing doctor.

**Substance Use Disorder:** A condition in which the recurrent use of alcohol, Drugs, Medication or any other substance causes Impairment of daily life, such as health problems, disability and/or failure to meet responsibilities; includes the conditions classified as Substance Use Disorders in the *Diagnostic and Statistical Manual of Mental Disorders*, current edition, as amended.

**Supervisor:** A person, not necessarily a Responsible Administrator and/or not necessarily having Supervisor as their title, who instructs, directs or controls workers and/or students in the performance of their duties while working or studying at Douglas College.

#### **D. POLICY STATEMENTS**

1. Douglas College is committed to promoting and maintaining a healthy and safe learning and work environment in which members of the College Community are protected from the effects of alcohol and Drug Impairment.
2. All Employees and Contractors are required to report to work and remain Fit for Duty, not Impaired by alcohol or Drugs or otherwise unfit to function safely, or as they normally or usually would.
3. Employees are required to advise the College if their ability to perform their work safely is Impaired for any reason, and to not knowingly work when their Impairment may create a risk to themselves or anyone else.
4. Supervisors must not assign Impaired workers to activities where their Impairment may create a risk to the worker or anyone else, and must ensure that workers whose Impairment endangers the worker or anyone else do not remain at the workplace.

5. Employees who use alcohol or Drugs at work or report to work under the influence of such substances may be disciplined, up to and including dismissal. Contractors who use alcohol or Drugs at work or report to work under the influence of such substances may have their contracts terminated.
6. Consumption of alcohol is prohibited anywhere on College Campuses and Properties except in areas licensed and designated for such purposes.
7. While appropriate use of Medication is not prohibited, Employees/Contractors are responsible for determining with their physician whether Medication(s) they are taking may cause side effects (e.g., dizziness or drowsiness) that may significantly impair job performance, and they must inform their immediate Supervisor if they are experiencing such impairing side effects.
8. The College acknowledges that some Employees may struggle with Substance Use Disorder(s) and is committed to supporting such Employees, including, where possible, by assisting the Employee with seeking treatment.
9. The College will provide reasonable accommodation to Employees who have Substance Use Disorder(s), or who are prescribed potentially impairing substances (e.g., cannabis) for medical purposes, in accordance with the BC *Human Rights Code* and the College's *Accommodation Policy for Employees*. However, when job performance, safety, attendance or conduct are affected as a result of a Substance Use Disorder(s), the College retains the right to determine appropriate action on a case-by-case basis.

#### **E. PROCEDURES**

N/A

#### **F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

##### [Administration Policies](#)

- *Accommodation Policy for Employees*
- *Bullying and Harassment Prevention and Response*
- *College-Related Events Involving Alcohol*
- *Human Rights*
- *Occupational Health and Safety*
- *Tobacco and Smoke-free Campuses and Properties*

##### [Douglas College Code of Conduct for Employees and Contractors](#)

#### **G. RELATED ACTS AND REGULATIONS**

- [Cannabis Act](#) [SC 2018], c. 16
- [Cannabis Control and Licensing Act](#) [SBC 2018], c. 29

- [Controlled Drugs and Substances Act](#) [SC 1996], c. 19
- [Human Rights Code](#) [RSBC 1996], c. 210
- [OHS Regulation](#)
- [Workers Compensation Act](#) [RSBC 2019], c. 1

**H. RELATED COLLECTIVE AGREEMENTS**

N/A