

DRUG & ALCOHOL ADMINISTRATIVE PROCEDURE EMPLOYEE ACKNOWLEDGEMENT

Holy Spirit Catholic School Division is committed to ensuring the health and safety of its employees and students, as well as fostering an effective and productive environment for working and learning. We recognize that the use of impairing substances, like drugs, alcohol, and even certain medications can impede our ability to achieve these common goals. For this reason, the Division is adopting new guidelines for substance use in the workplace, to clearly set out our expectations for employee conduct, options for seeking help, and the consequences of violations.

We expect that you'll come to work able to work safely and effectively, which in our view means free from impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting or under the influence of impairing drugs or alcohol during working hours, whether on or off the Division property. We also expect that if you're operating a vehicle, whether it's the Division or personal property, for any work-related purpose, that you'll similarly be free from impairment. While we expect that our employees will comply with these rules on a day to day basis, there will be Division-related functions at which consumption of alcohol will continue to be permitted. While the Division expects that all of its employees will comply with this rule on a day to day basis, it is recognized that for some Division employees approved and appropriate social functions within the course and scope of their work hours will occur at which reasonably limited consumption of alcohol is customary and appropriate. Some common examples for illustration purposes would include: professional conference cocktail reception, Division approved social dinner, or a promotional activity or event such as a Christmas party. However, it is critically important that all employees understand that even at these events where alcohol consumption is permitted, alcohol should only be consumed on a social basis to reasonable levels which ensure professional and responsible behavior by Division employees at all times.

This prohibition applies to illegal drugs, drugs which are approved for recreational use, and even to prescribed medications, which may cause impairment or otherwise interfere with an employee's ability to work safely (even if they're used as indicated or prescribed). We would encourage you to speak with your doctor or pharmacist to understand the risk of impairment associated with prescribed or over-the-counter medicines, and that you disclose this to the Division if there is a likely workplace impact. We are committed to working with you to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you're suffering from addiction which may potentially interfere with the diligent and safe performance of your duties in our workplace, you must disclose it to the Division. We will help you seek and obtain the help you need, without recourse or fear of reprisal. The Division will work with you and your advising physician and/or counsellors, provide you time away from work, if necessary, return you to work when appropriate, and keep you accountable upon your return. We expect you to cooperate in this process and follow reasonable treatment recommendations and reasonable guidelines set by the Division. If you feel like one of your co-workers is struggling with an addiction, we ask that you let us know. The Division is committed to accommodating employee addictions to the point of undue hardship.

We wish to be clear that this is a zero-tolerance policy; violations of the Administrative Procedure will be subject to discipline, up to and including termination for cause.

It is very important that each employee understands their obligations under this Administrative Procedure, and to confirm their commitment to keeping our workplace safe, productive, and impairment-free.

I confirm that I have received a copy of the Drug and Alcohol Administrative Procedure, and that I have read and understand the obligations outlined therein and summarized above.

Employee signature

Print Employee Name

Date