



ARCHDIOCESE OF REGINA

Policy Name:	Alcohol and Drugs in the Workplace	Number:	S3-2
Policy Type:	Conditions of Employment	Date Approved:	February 2017
References:	<i>The Saskatchewan Employment Act Division 2</i>	Date Revised:	

Policy Statement:

No employee shall possess, consume, sell or transport alcohol or illegal drugs while in the course of his or her duties, including during lunch and/or rest periods or while on the properties of the Archdiocese of Regina.

For greater certainty:

- a) No employee shall consume alcohol on the properties of the Archdiocese unless the consumption is specifically authorized by the Archdiocese as part of a social event sponsored by the Archdiocese for employees and/or parishioners. The exception to this general rule is when Mass is celebrated.
- b) Unless for medication purposes as described in S3-2 Procedure “c” below, no employee shall consume illegal drugs at any time while on the properties of the Archdiocese of Regina.
- c) No employee shall make any commitments on behalf of the Archdiocese if he or she is impaired by alcohol or drugs or after having consumed two (2) or more standard drinks in the previous hour.
- d) Employees who suspect that they have alcohol or drug dependency are encouraged to seek advice and to follow appropriate treatment.

The Archdiocese of Regina is committed to ensuring the health and safety of all employees and the public at large, maintaining the integrity and reputation of the Archdiocese and to providing special consideration for substance dependencies and medically necessary drug use. Otherwise the Archdiocese does not tolerate the consumption, possession, sale or transportation of illegal drugs or alcohol by employees while on duty or on the properties of the Archdiocese of Regina.

Responsibility:

Supervisors are responsible for ensuring the consistent administration of this policy.

Employees are responsible for reporting fit to work and remaining fit for work throughout their work day as well as performing their duties safely and acceptably without any limitations due to the inappropriate use or after-effects of alcohol or drugs.

Definitions: “**Drugs**” includes illegal or illicit drugs and prescription or over-the-counter medications which are labelled or know to the employee to cause impairment and includes medical marijuana.

“**Impaired**” means the condition of being less than fully functional to perform the tasks at hand or being under the influence of drugs or alcohol.

“**Standard drink**” means 1.5 oz. of hard liquor (40% alcohol) 5 oz. of wine (12% alcohol) or 12 oz. of beer (5% alcohol).

“**Temporary Suspension**” for the purpose of this policy, means removal from the workplace and being sent home immediately by taxi or other means other than the individual’s own vehicle.

“**Workplace**” means the location where the employee is performing assigned job duties and may include the properties of the Archdiocese of Regina, parishioners’ homes, conference locales or an employee’s vehicle if used for business purposes during working hours.

- Procedure:**
- a) If an employee’s ability to safely or satisfactorily perform their duties has been impaired by drugs or alcohol, the Supervisor shall immediately take such steps as are necessary to prevent the person from causing any injury to himself or herself or others and may, if necessary, place the employee on a Temporary Suspension.
 - b) Subject to an exception under this policy, a breach of this policy may result in disciplinary action up to and including termination.
 - c)
 - i. Employees may be required to use prescription drugs at work. All employees required to use prescription and over-the-counter medication, including medical marijuana, are required to do so responsibly. Employees are expected to consult with their physician or pharmacist to determine if the medication used may cause impairment.
 - ii. Employees are required to notify their Supervisors if they are under a medical program of treatment which requires the consumption of drugs, including medical marijuana that may cause impairment while at work. Notification of the treatment program should include the drug and dosage prescribed and the frequency of the dosage.
 - iii. Supervisors shall make an initial assessment of whether the impairment is likely to jeopardize the safety of the employee, co-workers of members of the public.

- iv. The Archdiocese may require an employee who is using prescription medication or over-the-counter medication, including medical marijuana, which is labelled or known to the employee to cause impairment, to provide proof, reasonable in the circumstances, that such use is necessary and recommended by a qualified medical practitioner for the treatment of a medical condition or disability.
 - v. The Archdiocese may require an employee who is using prescription medication or over-the-counter medication, including medical marijuana, which is labelled or known to the employee to cause impairment to be assessed by a qualified medical practitioner in order to determine the expected level of impairment from such a program and to advise management of any accommodation which may be required.
 - vi. Employees who are using prescription medication or over-the-counter medication, including medical marijuana, which is labelled or known to the employee to cause impairment may request accommodation in accordance with Policy S4-34 Workplace Accommodation on the Basis of Disability.
 - vii. Any authorized consumption of medical marijuana in the form of marijuana cigarettes must be in accordance with Policy S4-31 Smoking in the Workplace.
- d) Employees are prohibited from sharing their prescription medications, including medical marijuana, with co-workers. A violation of this prohibition will lead to disciplinary action up to and including termination with cause.
- e) All work-related functions organized by the Archdiocesan Staff at which alcoholic beverages may be served must have the advance and written approval of the Archbishop or his designate. Under some circumstances, the Archdiocese may also sponsor special events at which alcoholic beverages may be available.
- i. The Archdiocese may arrange for alternative transportation for individuals who have consumed alcohol to the point of impairment. Such transportation may include the provision of bus tickets, taxi cabs or the use of designated drivers.
 - ii. While attending any work-related function, on or off Archdiocesan premises, an employee who consumes alcoholic beverages is expected to do so in a responsible manner.

Intentional Blank Page