



Procedure Statement:

To address and minimize the risks in the workplace associated with alcohol and drugs and to ensure that all employees are **Fit for Duty**.

Definitions:

Alcohol - any beverage such as beer, wine, and distilled spirits, and includes any substance that has any form of alcohol or intoxicating substance in its content.

Drug Use – the consumption of both prescription and illicit drugs or other substances that may cause impairment.

Fit for Duty - being able to perform assigned duties and tasks. Not being under the influence of any illicit drug or alcohol. Not being under the influence of any prescription drug that adversely affects the employee’s ability to perform their assigned duties and tasks in a safe and responsible manner.

Illicit Drug - any illegal drug for which the possession, use, or distribution of which constitutes an offence under the Criminal Code of Canada.

Impaired or Impairment - the condition of being less than fully functional to perform the tasks assigned to the employee as a result of being under the influence of alcohol, illicit drugs, or a prescription drug.

Prescription Drug - any drug that is prescribed to the employee by a duly qualified physician.

Procedure:

The Flower Cart is committed to providing a safe work environment for its employees. The Flower Cart recognizes that the use of alcohol and drugs, whether it is prescription drugs or illicit drugs, can adversely impact a safe work environment.

The Flower Cart is committed to ensuring the health and safety of all employees and the public and to providing special consideration for substance dependencies and medically necessary drug use. The Flower Cart does not tolerate the consumption, possession, sale, or transportation of drugs or alcohol by any employee while on duty or on the premises unless such drug is prescribed by a duly qualified physician and proof of such prescription can be produced by the employee. Over the counter (OTC) legal medications are exempt from this policy.

The Flower Cart may ask for a Doctor’s note if there is a question as to whether an employee is Fit for Duty.

If in the judgment of the supervisor and The Flower Cart an employee has breached the terms and conditions of this procedure, consequences could include disciplinary action up to and including immediate termination.

Related Information:

332 Employee Discipline Procedure

Contact:

Human Resources Department



Roles and Responsibilities:

Employee

- Report to work Fit for Duty and remain Fit for Duty while performing work for The Flower Cart.
- Seek appropriate advice and follow appropriate treatment if they have a current or emerging problem with drug or alcohol usage, and follow recommended monitoring programs after attending treatment.
- Notify their supervisor if they believe a co-worker is not Fit for Duty on the job.
- Cooperate as required with any investigation into a violation of this procedure.
- Abstain from any drug, that causes impairment, or alcohol use prior to and during a scheduled shift and performing employment tasks.
- Not have on their person or in their possession any alcohol or illicit drugs while performing their employment tasks, while on the premises of The Flower Cart or any other assigned workplace.

Employer

- Accommodate an employee who has identified as having a drug or alcohol addiction.
- Take appropriate steps to investigate any possible violation of the requirements set out in this procedure.

Revision History:

October 2018