



<b>Impairment &amp; Substance Abuse Policy</b>	
EFFECTIVE DATE: May 2018	REVIEWED ON: Oct 2022

**Intent**

United Services Group (“United”) seeks to create a safe and healthy work environment. Impairment on the job can lead to serious accidents, safety risks both to themselves and their fellow employees and interfere with the accuracy and efficiency of work. Impairment may be due to alcohol use or other substance or drug use. Impairment could also be due to other medical or psychological conditions.

To help ensure a safe and healthy workplace, United reserves the right to prohibit certain items and substances from being brought on to, or present on company premises.

This policy outlines the procedures to follow when dealing with an employee who appears to be impaired while at work. All employees will be treated following the same procedure if they are suspected of impairment in the workplace.

**Expectations**

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift and includes refraining from possession of, using alcohol, drugs, or other substances (including cannabis) that cause impairment;
- Distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs during working hours is strictly prohibited;
- Use and possession of medically prescribed drugs (including cannabis) is permitted during working hours, subject to the terms and conditions of United's policies and all applicable legislation;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication or medically approved substances must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment. A doctor’s note should be provided to the company.



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**Roles and Responsibilities**

United Services Group will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with company established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations by providing a doctor's note regarding any required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency; and
- Follow the *Agreement for the Continuation of Employment*, where established.

**Procedures for Suspected Impairment**

Managers are expected to observe changes in an employee's behaviour, attendance, or performance if they suspect the employee of impairment. Managers should assess each situation on a case-by-case basis and consult with Human Resources to determine whether emergency action is required.



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**At the time of suspected impairment**

In the event an employee suspected of impairment becomes violent, verbally abusive, or otherwise threatening, managers should:

- Seek immediate assistance by calling the police (911);
- Make reasonable efforts to keep themselves and other employees safe; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In the event an employee suspected of impairment requires medical assistance managers should:

- Seek immediate medical assistance by requesting emergency services (911);
- Either go with the impaired employee or appoint a responsible representative from the company to travel with the impaired employee to the appropriate healthcare facility. The person appointed to travel with the impaired employee must remain with that employee while seeking medical assistance; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In a non-emergency case of suspected impairment, managers should:

- Meet with the employee privately to assess whether the employee is impaired.
- Indicate to the employee that they must leave the worksite immediately for the safety of the impaired employee and the safety of others;
- Inform the employee they are being placed on administrative leave for the remainder of the workday due to suspected impairment;
- Arrange for appropriate transportation home, such as providing a ride home, arranging for the employee’s emergency contact to pick up the employee, or calling a taxi. Note that riding a bicycle home while impaired is also unsafe; and
- Contact Human Resources as soon as is reasonably possible to inform them of the situation.

In all situations, managers should:

- Remain calm, respectful, and firm during all interactions with the employee;
- Ask the employee if they are under the influence in a non-accusatory way; and
- Treat the employee in a fair and equitable manner while following this policy.



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**Follow-up**

Employees are expected to return to work for their next scheduled workday or shift, unless they are medically unable to do so. If the employee fails to report to work the next day or for their next scheduled shift without medical documentation, appropriate corrective or disciplinary action should be followed in accordance with United’s practices.

Any performance or disciplinary follow-up should take place following the employee’s return to work either the following day, or at their next scheduled shift. Managers should not discuss performance or administer discipline while the employee is impaired. Managers shall:

- Refer and encourage the employee to contact United’s Employee Assistance Program for support;
- Discuss with the employee possible consequences and expectations;
- Administer appropriate corrective or disciplinary action in accordance with United’s practices; and
- Document all communication and action in the employee’s personnel file.

Management must contact Human Resources as a mediator/witness to be present for disciplinary and performance meetings.

**Substance Dependency**

United understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. United promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

**Voluntary Identification**

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

**Agreement for the Continuation of Employment**

United reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.



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*An Agreement for the Continuation of Employment may (subject to applicable laws) include a requirement for drug and alcohol testing.*

**Privacy**

United’s managers are expected to maintain the privacy of any employee suspected of impairment on the job. Details of incidents shall remain confidential and be shared only with relevant United representatives, including senior management and the Human Resources department.

In the event it is revealed that the impaired employee has a substance dependency, management shall adhere to United’s policies and practices regarding accommodation, including respecting the privacy and confidentiality of the employee throughout the accommodation process.

It is not United’s job to diagnose an employee with a dependency, but instead, it is the responsibility of a medical professional. Employees suspected of a substance dependency should be directed to the appropriate health care professionals for assistance.

**Acknowledgment and Agreement**

I, acknowledge that I have read and understand the Impairment and Substance Abuse Policy of United Services Group. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_