

ALCOHOL, CONTROLLED DRUGS AND MEDICATIONS	
Purpose	To set expectations regarding the use of alcohol, medication or controlled drugs that may render an employee unfit for work, impair performance, or cause risk of harm to health and safety; and to ensure employees are aware of the Western Manitoba Regional Library's (WMRL) commitment to a safe workplace, and the potential serious consequences which may flow from breaches to this policy.
Scope	This policy applies to all WMRL employees.
Definitions	<p><b>Alcohol:</b> includes wine, beer, distilled spirits, and any liquid containing ethyl alcohol, whether or not intended as a beverage. It is not intended to include other products containing alcohol which are not intended for consumption, provided such products are used as directed.</p> <p><b>Controlled Drug:</b> includes any substance which affects physical or mental capacity (other than alcohol, medication or food), the possession, use, or sale of which is prohibited, restricted or controlled by law.</p> <p><b>Medication:</b> means a drug that is intended by the manufacturer, a physician, or the user for the treatment of a physical or mental condition, whether or not the drug is prescribed by a physician.</p> <p><b>Substance Use Disorder:</b> as defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) and commonly referred to as "addiction".</p>
Policy Guidelines	<p><b>Responsibilities</b></p> <p>All WMRL employees are to familiarize themselves with this Policy and adhere to it. This includes specific responsibilities, in respect of:</p> <p><b>a. Possession:</b></p> <p>To not possess, cultivate, manufacture, distribute, offer, consume, or sell controlled drugs, alcohol, or medication:</p> <ul style="list-style-type: none"> <li>• while at work or on break,</li> <li>• while attending at Library or Municipal premises in their capacity as a WMRL employee, or</li> <li>• while operating a vehicle in their capacity as a WMRL employee.</li> </ul> <p>Possession of controlled drugs is only permissible if:</p> <ul style="list-style-type: none"> <li>• the controlled drug is legally in the possession of the employee; and</li> <li>• the controlled drug is contained in its original, sealed and unopened packaging.</li> </ul> <p>Possession and consumption of alcohol is only permissible at library functions where alcohol consumption is specifically authorized in advance by the Director of Library Services and a liquor license has been obtained.</p> <p>Staff members are permitted to possess prescription medications, provided</p>

they possess the documents identifying their possession of said medications.

**b. Consumption and Performance:**

Employees may not consume controlled drugs, alcohol, and medication prior to reporting to work. The only exception is the consumption of prescription medication that will not negatively impact the employee's work performance. Employees of the WMRL are required to:

- i. Report fit for duty whenever attending work and remain fit for duty while on Library business or premises.
- ii. Notify the Director of Library Services or delegate in responding to a call-in situation, that they are not fit for duty.
- iii. Notify the Director of delegate if they observe another employee or contractor whose ability to work appears to be affected by alcohol, a drug, or other substance.

If an employee or contractor's performance is noticeably impacted by the consumption of alcohol, medication, or controlled drugs, the Director of Library Services has the authority to request that the individual leave work and not receive pay for the remainder of the scheduled shift. Additional disciplinary measures may be pursued, as outlined below.

**c. Treatment and Accommodation:**

Employees and contractors of the WMRL are required to:

- i. Assume responsibility for substance use issues, seeking advice and following appropriate treatment to address substance use issues. Employees may access assistance through their personal physician or appropriate community services for help with any alcohol or drug use issues that may be affecting work performance or attendance.
- ii. Co-operate in the accommodation process, including providing necessary medical information in a timely manner, and making all reasonable efforts to treat substance use disorder. If an employee refuses or fails to disclose relevant information, this may result in delay, either in accommodation or return to work, or may impede the Library's ability to accommodate any disability.

The Library recognizes its duty to accommodate employees with disabilities, including substance use disorder, to the point of undue hardship. All parties have a shared responsibility concerning substance use disorder treatment. The Library:

- a. Recognizes that substance use disorder is a treatable disability, subject to relapse, where early intervention greatly improves the probability of a lasting recovery.
- b. Encourages employees affected by substance use disorder to seek treatment and rehabilitation as soon as possible.
- c. Depending on the circumstances, may assist employees with their treatment and rehabilitation efforts.

The WMRL is:

- a. Not obligated to accommodate beyond the point of undue hardship.
- b. Not required to continue to employ or continue to contract with, any person whose job performance is impaired beyond the limit of reasonable accommodation because of a substance use disorder.
- c. Not required to continue to employ or to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired beyond the limit of reasonable accommodation as a result of addiction to Alcohol, Medication or Controlled Drugs. Similarly, the WMRL is not required to re-enter a contract with a contractor who has undergone treatment and/or rehabilitation.

### **Confidentiality**

Personal information given to the WMRL may not be disclosed to any third parties withing the express permission of the individual whose information is in question, unless required due to medical emergency or legal action. Unless the employee otherwise provides consent, the Library will:

- a. Maintain the confidentiality of information obtained under this Policy. The Library will use obtained information only for the purposes of administering this Policy, where limited disclosure is necessary for related health and safety concerns (e.g. where there is deemed to be a potential for risk to self, others or the Library), or as required by law.
- b. Only disclose to the employee's supervisor, manager or director information related to the employee's fitness for work and any applicable restrictions; and further, such disclosure will only be undertaken where necessary for a legitimate work purpose.

### **Non-Compliance Consequences**

Consequences flowing from a contravention of this Policy will be determined on a case by case basis, taking into account the relevant circumstances. However, in

	<p>general:</p> <ol style="list-style-type: none"> <li>1. Employees who contravene this Policy may be subject to: <ol style="list-style-type: none"> <li>a. In the case of culpable conduct, discipline up to and including termination of employment.</li> <li>b. In the case of non-culpable conduct, measures such as, but not limited to: removal from active duty; drug and/or alcohol testing; medical assessment; and monitoring programs.</li> </ol> </li> <li>2. Contractors performing work or providing services on behalf of the Library who contravene this policy may be subject to termination of their contract.</li> </ol>
Date of Approval	Approved by the Library Board on February 16, 2022, in effect immediately.