



Subject: Substance Abuse

1. POLICY OBJECTIVE

- 1.1. To assist employees who have an addiction to alcohol and/or drugs in an effort to help the employee deal successfully with his or her substance abuse/addiction.

2. SCOPE

- 2.1. This policy applies to all full-time employees of the Laurentian University Students' General Association (SGA).
- 2.2. Part-time employees will be dealt with on a case-by-case basis.

3. DEFINITION

- 3.1. Abuse or Addiction of Drugs - The non-medical / therapeutic use and/or abuse of controlled or restricted drugs, including the following:
 - a) All substances listed in the Controlled Drugs and Substances Act;
 - b) All controlled drugs and restricted drugs as defined and listed in the Food and Drugs Act;
 - c) All non-prescribed use and/or abuse of medical drugs, which are available by prescription or over the counter;
 - d) Any other substance when used to induce a mind or body altering effect (such as solvents, correction fluids, gasoline, cleaning products).
- 3.2. Abuse or Addiction of Alcohol – All substances defined as liquor in the Liquor License Act and as defined above in 3.1(d).

4. PROCEDURE

- 4.1. Individuals deal differently with substance abuse and therefore, no one policy for corrective action can be applied the same to each individual. Therefore, where it is established that an active full-time employee has a substance abuse problem/addiction, the Executive Director will work with the employee on a corrective action plan as a condition of his or her continued employment.
 - 4.1.1. A corrective action plan may include but is not limited to the any or all of the following:

- a) Participation in and successful completion of a recognized rehabilitation program.
- b) A return to work program will be developed taking into account the restrictions that may be placed on an employee regarding his or her functional abilities.
- c) Return-to-work unannounced alcohol and/or drug testing as a condition of continued employment may be conducted. The total length of time that the return-to-work unannounced testing will be required will be based on the specific issue at hand. However, return-to-work unannounced testing will not be for a period of less than twenty-four months from the date established by the Executive Director.
- d) Return-to-work unannounced alcohol and/or drug testing results will be conducted at a certified laboratory and analysis will be conducted by an independent medical office. A negative test does not necessarily lead to discipline and/or discharge, all the circumstances must be taken into account.
- e) When an employee is required to undergo Return-to-work unannounced testing, the Executive Director will take the employee for testing. The Executive Director and the employee will discuss who would best serve as a representative to the employee.
- f) An "Agreement" or depending on the circumstances a "Last Chance Agreement" will be entered into outlining the corrective action plan to be undertaken; conditions following successful completion of a recognized program; conditions of the employee's continued employment; and consequences of not following the directives outlined in the agreement.

Note: Return-to-work unannounced alcohol/drug testing and a Last Chance Agreement are based on the circumstances of the situation at hand. These are not necessarily conducted or entered into in every situation. For example, an employee who freely approaches the SGA requesting assistance with a possible alcohol addiction would not necessarily be required to undergo return-to-work unannounced alcohol testing. However, an employee who may be showing up to work under the influence of alcohol, or works in a safety sensitive area, would be required to undergo return-to-work unannounced alcohol testing as part of the Agreement entered into between the SGA and the employee.

- 4.2. The costs for a rehabilitation program including counseling shall be the sole responsibility of the employee unless otherwise agreed to by the SGA.
- 4.3. It is the employee's responsibility to cooperate and abide by the terms and conditions of a treatment program designed to assist the employee in successfully dealing with his or her substance abuse problem.

