



## CITY OF CORNER BROOK

### Policy & Procedure

<b>Index</b>	Properties and Facilities	<b>Section</b>	City Properties		
<b>Title</b>	<b>Drug &amp; Alcohol</b>	<b>Policy Number</b>	08-01-05	<b>Authority</b>	Council
<b>Approval Date</b>	October-5-15	<b>Effective Date</b>	October 5-15	<b>Revision Date</b>	

#### **Purpose:**

The City of Corner Brook maintains a commitment to the health and safety of all its employees, and ensuring compliance with Occupational Health and Safety requirements. City workplaces require mental and physical alertness as well as quick and accurate reflexes. As such, impairment to an individual's sense could lead to increased accidents and injury as well as decreased work efficiency. Furthermore, employees that are abusing substances are less productive and are often a risk to the safety and productivity of other employees.

#### **Policy Statement:**

The City of Corner Brook prohibits the use, possession, sale, manufacture, and/or distribution of illegal and/or controlled drug and drug related paraphernalia on City premises or while performing duties for the City while away from City premises, and/or during working hours. The City also prohibits employees from reporting to work or performing work while under the influence of alcohol, illegal or controlled drugs, or when an employee's ability to safely perform his or her duties is adversely affected because of the use of a prescription or nonprescription drug.

#### **Detailed Action Required**

This policy applies to the Mayor, Deputy Mayor, Councilors and **ALL** employees of the City of Corner Brook. This policy must be reviewed with contractors and contractors must adhere to this policy.

For the purpose of this policy, "City premises" includes all property owned, leased, used or under the control of the City of Corner Brook including but not limited to City Hall, Fire Hall, City Depot, Water Treatment Plant, Civic Centre, Margaret Bowater Park, parking areas, land, buildings, structures, all work locations, vehicles and equipment.

This policy does not apply to City Council approved events (internal or external). This policy does not apply to licensed events hosted at the Civic Centre as a part of its normal course of operations.

**NOTE:**

The City recognizes that alcohol and drug dependency are treatable illness and early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency (or emerging alcohol or drug problem) are expected to seek advice and to follow appropriate treatment promptly and before job performance is affected or violations of this policy occur. Following the violation of a provision of this policy, employees will be referred for an assessment by a substance abuse professional.

Employees who voluntarily come forward for help with an alcohol or drug problem will be remain in strict confidentiality and appropriate help will be provided through the Human Resources department in conjunction with the use of the *Employee & Family Assistance Program*.

**Procedure:**

1. In the event of an employee violation of this policy, the City of Corner Brook may pursue disciplinary action up to, and including termination of employment.
2. Employees that witness violations are required to report the infraction to their Supervisor or applicable Director.
3. Employees reporting their substance dependency will be provided with assistance and support from the City. Confidentiality will be maintained and discrimination will not occur.

## **Definitions:**

### ***Prohibited Substances***

The substances prohibited by this policy include such items as: any illegal or unlawfully obtained drugs or controlled substances; “designer” or synthetic drugs; “over the counter” or prescribed medications not being used for purposes or in the manner intended; mood or mind-altering substances; and alcoholic or intoxicating beverages.

### **Responsibilities:**

Mayor, Deputy Mayor, and Council (or its designated committee) will:

- Review, amend, and adopt changes to this policy.

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;

The Directors will:

- Recommend to the City Manager changes to this policy;

The Managers and Supervisors will:

- Recommend to the Director changes to this policy
- Aid in the creation and maintenance of a substance free workplace
- Ensure awareness and compliance to this policy in the workplace
- Advise the Human Resources office when they become aware that an employee has a substance abuse problem or has been using a prohibited substance on the worksite

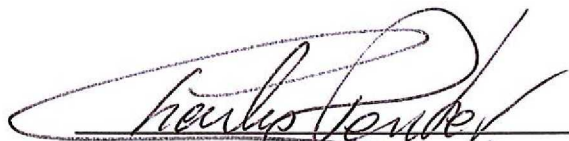
Human Resources Office will:

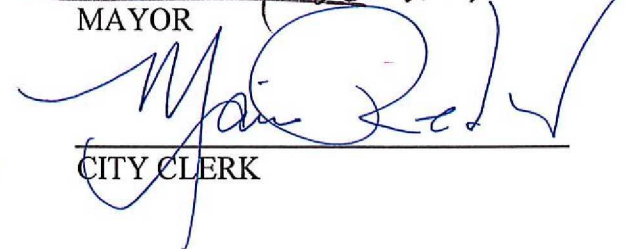
- Aid with the promotion of substance abuse cessation, including providing employees with referrals to the Employee Assistance Program
- Provide employees with educational material on substance abuse on an as needed basis
- Provide staff with information regarding substance abuse

Employees will:

- Take responsibility of their own actions and behaviors the impact on others
- Challenge the use of a prohibited substance in the workplace when it occurs and refuse to partake in that behavior
- Immediately report use of prohibited substances in the workplace to a supervisor

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK

