



IMPAIRMENT POLICY FOR EMPLOYEES

Policy Name: Impairment Policy for Employees	Responsible Owner: Associate Vice President, Human Resources	Created: 2018 Jul
Policy Number: A64	Approval Body: Senior Management Team	Last Reviewed/Revised: 2019 Feb
Category: Administration	Replaces: New	Next Review: 2021 Oct

TABLE OF CONTENTS

- A. [PURPOSE](#)
- B. [SCOPE](#)
- C. [DEFINITIONS](#)
- D. [POLICY STATEMENTS](#)
- E. [PROCEDURES](#)
- F. [LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES](#)
- G. [RELATED ACTS AND REGULATIONS](#)
- H. [RELATED COLLECTIVE AGREEMENTS](#)

A. PURPOSE

This policy articulates the College’s expectations of Employees with respect to attending work free from the impairing effects of alcohol or drugs, including medication.

B. SCOPE

This policy applies to all staff, faculty and administrators (“**Employees**”) and contractors of the College.

C. DEFINITIONS

1. **College Campuses and Properties:** includes any building, structure, parking lots, College vehicle, space or land (including vacant land or space) controlled, owned, leased and/or occupied by the College.
2. **Drugs:** includes but is not limited to any substance which affects a person’s physical or mental capacity or functioning which causes a marked change in consciousness, or has a physiological effect when ingested or otherwise introduced into the body and includes both legal and illegal forms of such substances.
3. **EFAP:** Employee Family Assistance Program.



4. **Fit for Duty:** an individual is not under the influence of any legal or illegal drug, alcohol, medication or other impairing substance or condition that disrupts the College's working environment or compromise the safety of the individual or others.
5. **Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by a substance.
6. **Medication:** means a substance obtained legally, either over-the-counter or through a doctor's prescription that is take in accordance with a doctor's directions or, if over-the-counter, taken in accordance with the directions of the manufacturer.
7. **Substance Use Disorder:** means a condition in which the recurrent use of alcohol, drugs, medication or any other substance causes impairment of daily life, such as health problems, disability and/or failure to meet responsibilities, and includes the conditions classified as substance use disorders in the *Diagnostic and Statistical Manual of Mental Disorders*, current edition, as amended.
8. **Supervisor:** A person, not necessarily an Administrative head of unit and/or not necessarily with Supervisor as his/her job title, who has been assigned or delegated supervisory responsibility for others working or studying at Douglas College.

D. POLICY STATEMENTS

1. The College is committed to promoting and maintaining a healthy and safe learning and work environment in which the College Community is protected from the impairing effects of alcohol and drug impairment.
2. All Employees and contractors are required to report to work and remain Fit for Duty, not impaired by alcohol or drugs.
3. Employees are required to advise the College if their ability to perform their work safely is impaired for any reason, and to not knowingly work when their impairment may create a risk to themselves or anyone else.
4. Supervisors must not assign impaired workers to activities where their impairment may create a risk to the worker or anyone else, and must ensure that workers whose impairment endangers the worker or anyone else do not remain at the workplace.
5. Employees who use alcohol or drugs at work or report to work under the influence of such substances may be disciplined up to and including, dismissal. Contractors who use alcohol or drugs at work or report to work under the influence of such substances may have their contracts terminated.



6. Consumption of alcohol is prohibited anywhere on College Campuses and Properties except in areas licensed and designated for such purposes.
7. Appropriate use of medication is not prohibited but may cause side effects such as dizziness or drowsiness. Employees/contractors are responsible for determining with their physician whether medication(s) they are taking may significantly impair job performance and must inform their immediate supervisor if they are experiencing such impairing side effects.
8. When job performance, safety, attendance or conduct are affected as a result of a Substance Use Disorder(s), management retains the right to determine appropriate action on a case by case basis.
9. The College acknowledges that some Employees may struggle with a Substance Use Disorder (s) and is committed to supporting such Employees.
10. Where an Employee is struggling with a Substance Use Disorder(s) the College's aim is to provide support and, where possible, assist the Employee with seeking treatment.
11. The College will provide reasonable accommodation to Employees who have Substance Use Disorder(s), in accordance with the BC *Human Rights Code* and the College's *Accommodation Policy for Employees*.
12. If an Employee is prescribed cannabis for medical purposes, the College may accommodate this requirement in accordance with the College's *Accommodation Policy for Employees*.
13. Employees who are permitted to use medical cannabis while at work must comply with the College's *Tobacco and Smoke-free Campuses and Property* policy.

E. PROCEDURES

N/A

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies Page](#)

- Accommodation Policy for Employees
- College Related Events Involving Alcohol
- Douglas College Code of Conduct for Employees and Contractors
- Health and Safety
- Human Rights
- Respectful Workplace
- Tobacco and Smoke-free Campuses and Properties



G. RELATED ACTS AND REGULATIONS

[Workers Compensation Act and related OHS Regulation](#)

[Human Rights Code, RSBC 1996, c. 210](#)

[Cannabis Act, S.C. 2018, c. 16](#)

[Controlled Drugs and Substances Act, S.C.1996, c. 19](#)

[Access to Cannabis for Medical Purpose Regulations SOR/2016-230](#)

[Cannabis Control and Licensing Act, SBC 2018, C29](#)

H. RELATED COLLECTIVE AGREEMENTS

N/A