		<b>SAFETY MANAGEMENT SYSTEM</b>	
<b>SMS Category:</b> 100 - Organizational Commitment		<b>SMS Number:</b> 113	<b>Document ID:</b> IMPAIRMENT
<input type="checkbox"/> Council <input checked="" type="checkbox"/> CAO <input type="checkbox"/> Department Head			
<b>Office of Primary Responsibility:</b> Human Resources			
<b>Work Units:</b> <input checked="" type="checkbox"/> All			
<input type="checkbox"/> Mayor & Council	<input type="checkbox"/> Finance	<input type="checkbox"/> Information Services	
<input type="checkbox"/> Corporate Administration	<input type="checkbox"/> Fire/Rescue Services	<input type="checkbox"/> Parks & Recs	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Forestry	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Inspection Services	<input type="checkbox"/> Purchasing	
<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Recreation & Culture	
		<input type="checkbox"/> RCMP	
<b>Date Adopted:</b> January 1, 2017	<b>Revisions to come into effect on October 17, 2018</b>		<b>Date to be Reviewed:</b> Annually
<b>Manner Issued:</b> Worksite posters, worksite binders, Pipeline, safety meetings, new Employee orientations			

## 1. Purpose

The purpose of this policy is to protect Employees and the public from risks which result from Employee alcohol, drug, substance, or fatigue induced behavior. All Employees are responsible for their own safety, as well as the safety of co-workers, and the public they serve, and are responsible for following this safety policy.

This practice applies to all City departments, divisions, work units, volunteers, students, contractors and all others who carry out business for, or on behalf of, the City. The City and its Employees have a responsibility to ensure the workplace remains free from adverse health effects and risks.

According to the Occupational Health and Safety Regulation:

### *4.19 Physical or mental impairment*

- (1) A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else.

- (2) A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.

#### *4.20 Impairment by alcohol, drug or other substance*

- (1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- (2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- (3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.

## **2. Definitions**

These definitions are in addition to the definitions found in SMS - 103

Category	Definition
<b>Alcohol</b>	Alcohol is a drug. It is considered a drug, an intoxicating agent, because the main ingredient is ethyl alcohol or other molecular weight alcohol including methyl and isopropyl alcohol. Alcohol acts as a depressant on the central nervous system, slowing down brain functioning. See also Drug and/or Substance.
<b>Dependency</b>	Alcohol, drug or other substance dependency or addiction is an illness characterized by an emotional and/or physical health change in the user which impairs an individual's ability to control or stop the alcohol, drug or other substance use, and which may interfere with the individual's physical or emotional health, interpersonal relations or ability to perform job duties.
<b>City Business</b>	Refers to all City of Mission business activities undertaken by Employees in the course of the City of Mission's operations, whether conducted on or off City premises.
<b>Drug</b>	Any substance that, when absorbed into the body of a living organism, alters normal bodily function and has the potential to change or adversely affect the way a

Category	Definition
	<p>person thinks, feels or acts. For the purposes of this policy, the term drugs includes but is not limited to those substances that impair a worker's ability to perform his or her job safely and productively. See also Alcohol and/or Substance.</p>
<b>Employee</b>	<p>Any person working for the City in an employment relationship regardless of whether they are employed on a full-time, part-time, seasonal, auxiliary, contract, temporary, or permanent basis, and includes volunteers and students. For the purpose of this Policy, "Employee" also includes "Worker" as defined below.</p>
<b>Employee and Family Assistance Program (EFAP)</b>	<p>The City of Mission and Union Joint Employee and Family Assistance Program is a confidential and voluntary program to provide short-term assistance to Employees and their families who are experiencing difficulties with alcohol, drugs or other substances, emotional or financial problems, problems with mental or physical health, marital or legal issues or any concerns of a personal nature.</p>
<b>Impaired (or Impairment)</b>	<p>A state of being induced by alcohol, drugs or other substances, and/or a physical or mental condition to the extent that an Employee:</p> <ul style="list-style-type: none"> <li>a. is unable, or has a diminished ability or capacity, to perform their duties in a safe, productive manner;</li> <li>b. is in a physical or mental condition, including where caused by fatigue, that creates a risk to the safety and well-being of the individual, other Employees, the public, the environment, or City property;</li> <li>c. has a noticeable change in work behavior such as being frequently absent or late, causing disruption of their work or the work of others;</li> <li>d. displays signs or symptoms of impairment such as smelling of alcohol or other intoxicants, has slurred speech, or atypical behaviour; see also</li> </ul>

Category	Definition
	<p>section on <i>Identifying a Reasonable Suspicion of Impairment</i>; and/or</p> <p>e. has a level of alcohol, drugs, or other substances in the body in excess of accepted medical/legal standards for impairment.</p>
<b>Medical Cannabis</b>	A form of medicine authorized pursuant to, and in accordance with, the Access to Cannabis for Medical Purposes Regulations, to treat a health condition or illness.
<b>Medications</b>	Prescription or non-prescription drugs or herbal remedies obtained legally, either over-the-counter or through a physician's prescription, which may impair mental or motor functions as to affect the performance of job duties.
<b>Reasonable Suspicion</b>	An understanding based on objective and articulated facts sufficient to lead a supervisor to form a reasonable suspicion that alcohol, drugs or other substances might be influencing an individual's work performance, or behaviour, or otherwise causing the Employee to be impaired.
<b>Safety-Sensitive</b>	A characteristic of operations where error could result in serious harm to a person, property or the environment.
<b>Substance</b>	Alcohol, a drug, any substance listed on a schedule of the <i>Controlled Drugs and Substances Act</i> , any impairing agent, or any medication used by an individual in a manner that is inconsistent with the instructions of the prescribing physician, or is not prescribed by a physician. See also Alcohol and/or Drug.
<b>Substance Abuse</b>	The inappropriate use of any substance in a manner or to a degree which interferes with the individual's health, job performance, productivity, or interpersonal relations in the workplace.
<b>Worker</b>	A person employed by the City of Mission or individuals who are not Employees but are engaged by the City to perform services.

Category	Definition
<b>Workplace</b>	Any location at which the business of the City is conducted including buildings, grounds, vehicles, equipment and work related travel, telephone conversations and email. As an example, an off-site social event organized by the City for Employees on off-duty time is still considered the “Workplace” for the purposes of this Policy.

### 3. Guidelines

Employees impaired by drugs, alcohol, or any substance on the job can pose serious health and safety risks to themselves, their fellow Employees and Workers, and to the public. To help ensure a safe and healthy workplace, City of Mission prohibits certain items and substances from being brought on to, or being present on, its premises or at its Workplaces, and prohibits the use of certain substances in circumstances such that an Employee or Worker is impaired at work.

### 4. Policy

The City strictly prohibits Employees and Workers from manufacturing, offering for sale, selling, distributing, consuming, or using drugs or alcohol during working hours, whether on or off City premises or at a Workplace.

All Employees and Workers are expected to report and perform their assigned duties safely and acceptably without being impaired due to the use, or after-effects of use, of alcohol, drugs, medications, or any other substances that may inhibit an Employee or Worker’s ability to perform his or her job safely and productively (*WorkSafeBC Regulation*, Part 4; 4.20(1-3)).

Employees are responsible for their consumption or use of all substances (including medications, cannabis, or alcohol) preceding a work shift and must allow sufficient time for any substances consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. The City strictly prohibits Employees and Workers from consuming or using drugs, alcohol, or other substances whether on or off duty in circumstances, or at a time (including paid and unpaid breaks), such that the person is impaired during their working hours.

The City does not tolerate the use of alcohol, drugs, other substances, or the misuse of medications, by any individual engaged in City business, working on City premises, or present at or in a Workplace. The City will facilitate the removal from the premises, or a Workplace, of any individual if it suspects:

- a. that the individual is impaired by alcohol, a drug or other substance; or

- b. that the individual is engaged in the use, possession, distribution, storage, offering or sale of drugs, alcohol, medications or other substances while engaged in the City's business, working on City premises, or present at or in a Workplace.

#### **4.1 Dependency**

Where an Employee or Worker has or suspects they may have a Dependency, and where that Dependency does not render them unable to do so, they are required to notify the Human Resources Department, or a Supervisor, prior to their use of drugs, alcohol, or medication during working hours, whether on or off of City premises or Workplaces, and prior to their attending work impaired.

Where an Employee or Worker discloses a Dependency prior to breaching this policy, the City will take reasonable steps to assist them through the Employee and Family Assistance Program. No employee who discloses a Dependency prior to breaching this policy will be disciplined because of the individual's disclosure or their involvement in a rehabilitation effort.

If an Employee or Worker uses drugs, alcohol, or any substance in breach of this policy without first disclosing their use to the Human Resources Department, or a Supervisor, they may be subject to discipline up to and including termination of employment.

#### **4.2 Medication**

Where an Employee or Worker is required to use medication (including but not limited to Medical Cannabis) during working hours, whether on or off of City premises, or in or outside a Workplace, pursuant to a valid prescription and in accordance with a physician's directions, that could cause them to be impaired, or is required to use such medication at a time that could cause the Employee or Worker to be impaired during working hours, whether on or off of City premises, or in or outside a Workplace, they are required to adhere to the following:

- the individual must notify the Human Resources Department, or a Supervisor, prior to using medication during working hours that could cause them to be impaired, and prior to attending work impaired, to determine whether their use of that medication can be accommodated; and
- while the individual is not required to disclose their specific medical diagnosis, they must provide confirmation they are authorized to use the medication in order for the City to consider a request for accommodation. Any medical license or prescription relied on for the use of Medical Cannabis must be issued in accordance with the applicable statutory requirements.

If an Employee or Worker uses medication in breach of this policy, without first disclosing their need to use such medication to the Human Resources Department, or a Supervisor, they may be subject to discipline up to and including termination of employment.

## **5. Policy Violations**

The appropriate corrective action in all cases depends on the nature of the violation and the circumstances surrounding the situation. Some violations are considered sufficiently serious that dismissal is warranted on a first occurrence.

Examples include, but are not limited to

- a. trafficking in or possession of illegal drugs; and
- b. consumption of drugs, alcohol, or other impairing substances on City premises, in a Workplace, while on City business, or when driving a City vehicle or equipment.

Violation of this policy, in full or in part, or failure to meet satisfactory levels of work performance as a result of alcohol, drug, or substance use, is considered serious and will result in progressive corrective action. Failure to comply with any part of this procedure may result in disciplinary action, up to including dismissal.

## **6. Recognition & Enforcement**

- a. Use of alcohol, drugs, or other substances can affect performance and behaviour at work, i.e., either through serious misconduct at work (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol, drug, or substance use at work), or where there is a falling off of standards of work performance or behaviour, and use of alcohol, drugs, or other substances is a possible cause.
- b. The Employee's Supervisor will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by the Department Manager and the Manager of Human Resources.
- c. In such interviews, the possible existence of an alcohol or drug abuse problem or Dependency should be explored. The Supervisor is not required to diagnose the existence of an alcohol or drug abuse problem or Dependency, and shall merely assess whether such abuse is a possible factor.

## **7. Responsibilities**

The City will:

- a. provide a program emphasizing awareness, education and training, and voluntary self-referral for assistance;

- b. support the rehabilitation and return to work of Employees who have had Dependency problems with alcohol, drugs, or other substances within the principles of the "duty to accommodate"; and
- c. adhere to any and all prevailing legislation and regulations, including but not limited to the Workers Compensation Act, the Occupational Health and Safety Regulation, and the BC Human Rights Code, in an effort to meet its duties under this policy.

## 7.1 Management

Supervisors have an important role to play in identifying problems at work. Deterioration in work performance and/or changes in patterns of behaviour may be noticed by a Supervisor with or without there being any obvious signs of alcohol, drug or other substance use. Supervisors are expected to bring performance, behavioural, and attendance issues to the attention of the Employee.

Supervisors are not responsible for the diagnosis of a suspected alcohol, drug or other substance Dependency or problem, but are responsible for the identification through observation of the Employee whose work performance appears to be impaired, deficient or disruptive. Dependency problems may become apparent when dealing with unsatisfactory performance, behavioural issues, or attendance problems with an Employee.

In accordance with this policy, Supervisors will:

- a. play a key leadership role in the promotion of an alcohol, drug and other substances-free workplace, and model behaviours that reinforce the intention of the policy;
- b. know and understand their obligations under this policy, including ensuring all those involved in City business are aware of and understand this policy and procedure, and clearly communicate expectations with respect to alcohol, drug, and other substance use;
- c. ensure that alcohol, drug, or other substance possession and consumption in the Workplace is not allowed, condoned, or ignored;
- d. take appropriate actions to respond to reports of alcohol, drug, and other substance use by ensuring that an Employee who appears to be in an unfit condition or who could endanger themselves or others does not perform any work and report same to Human Resources;
- e. play a key leadership role in supporting Employee participation in substance Dependency programs for treatment and the ongoing management of job performance;



- f. work with any Employee that requests accommodation in an effort to ensure that the measures taken are effective and reasonable;
- g. understand and abide by this policy and related regulatory enactments;
- h. provide a process that supports voluntary treatment for Dependency; and
- i. maintain confidentiality; keep Employee's privacy as a top concern balanced against safety.

## 7.2 Human Resources

In accordance with this policy, Human Resource staff will:

- a. coordinate initiatives to raise the awareness for all Employees of the promotion of an alcohol, drug and other substances-free workplace;
- b. coordinate workshops for all Employees regarding their obligations and responsibilities under this policy;
- c. coordinate training for Supervisors on recognizing the signs and symptoms of impaired behaviour, and alcohol, drug, and other substance use;
- d. provide assistance to Supervisors in dealing with reports of the misuse of alcohol, drugs, and other impairing substances;
- e. work with Supervisors and City Employees to review the circumstances involved in a report and to determine the appropriate course of action; and
- f. notify Supervisors of any restrictions and assist City Employees, where appropriate, in securing treatment through suitable supportive programs.

## 7.3 Employee's Responsibilities

In accordance with this policy Employees will:

- a. understand and seek clarification of this policy and their responsibilities under it, and adhere to the policy;
- b. report to work fit for duty and remain fit for duty while on City business and/or premises, and/or at a Workplace, including when on standby or performing unscheduled work. No Employee will report to work, drive a City vehicle or operate equipment, or drive their own vehicle for City business when they are impaired by alcohol, drugs, prescription or non-prescription medication or any other substances;
- c. remain fit for work and in compliance with these standards while receiving standby pay for on-call situations. If unexpected circumstances arise where an individual is requested to perform unscheduled services while impaired by alcohol, drug, or other substances, the Employee must decline the request;

- d. not sell drugs, nor provide alcohol, drugs or other substances to be taken or consumed while on duty or on City premises to any person, including any Employee, while either Employee or both Employees are on duty, breaks, or mealtime, either directly or through a third party;
- e. not use, consume, or possess alcohol or drugs, if in City uniform, or driving a City vehicle;
- f. ensure that their medications will not impair their ability to work safely;
- g. notify their Supervisor or the Human Resources Department when they are required to take medication, including Medical Cannabis, that has the potential to cause the Employee to be impaired, and present documentation from a physician outlining the potential risks and recommended modification of duties (see Appendix 1). If the City representative or Supervisor is unsure of how to respond to the situation, they shall contact the Health & Safety Advisor;
- h. cooperate fully with the instructions of their Supervisor if they are judged to be incapable of performing their duties safely;
- i. seek assistance before work performance problems occur;
- j. understand that dependency is not an excuse for poor or unsafe job performance;
- k. seek professional advice promptly and follow appropriate treatment recommendations if they suspect they have difficulty or an emerging problem with alcohol, drug, or other substance dependency;
- l. accept any reasonable modified work offer (if applicable);
- m. cooperate fully with an investigation into a violation of this policy;
- n. cooperate fully in their prescribed treatment plan and recovery program, and follow any recommended monitoring or post-care program following the primary treatment, if they have alcohol, drug or other substance dependency; and
- o. take appropriate steps to ensure that a co-worker who appears to be unfit or who could endanger themselves or others, does not perform such work, and inform the applicable Supervisor immediately. Such reports shall not be made falsely or maliciously.

## 8. Procedures

- a. Employees who have an alcohol or drug Dependency, or who suspect that they may have a dependency, must disclose such condition in accordance with the procedure under section 4.1 of this policy.

- b. Employees suffering from a temporary impairment may be considered for a graduated/modified return to work program. Such requests will be considered on a case by case basis.
- c. Employees required to use medication (including but not limited to Medical Cannabis), that could cause them to be impaired while at work, must disclose their need to use such medication in accordance with the procedure under section 4.2 of this policy.
- d. If an Employee observes or becomes aware that a co-worker is at work and is impaired for any reason, the Employee must notify their own Supervisor or the co-worker's Supervisor.
- e. If a Supervisor observes or becomes aware that an Employee is at work and is unable to perform their duties due to the use of alcohol, drugs, and/or other substances, the Supervisor must eliminate any immediate risk the Employee may pose to themselves, co-workers, or the public. The Employee must be removed from her/his work area and placed in a protected place. The same consideration is given in the event the Employee is unable to perform their duties due to the effects of non-disclosed prescription, non-prescription drugs and fatigue, which are also potential sources of impairment.
- f. Where an incident or occurrence of substance use or impairment has taken place or is suspected, and when it can be done safely, the Supervisor shall require the Employee to remain at or near the scene where the incident occurred while the circumstances are investigated. Appropriate responses or next steps could include the following:
  - calling 911 if the Employee or Worker is in crisis;
  - speaking to the Employee or Worker in private;
  - stating your concerns and requesting an explanation; discuss options, based on the Employee response;
  - stopping work and/or assigning non-safety sensitive work;
  - discussing EFAP options; and
  - as necessary, having the Employee escorted home (do not allow them to drive if you suspect impairment).
- g. In order to remove any doubt in regards to what was observed or how the employee was acting, or in the event that the Employee disputes the Supervisor's determination of reasonable suspicion, the Supervisor shall request another Supervisor, union, or other representative to attend to observe.
- h. The Supervisor shall alert the police of incidents involving impaired operation of a vehicle.

- i. The Supervisor will arrange for a follow-up interview to take place on the Employee's next working day.
- j. If necessary, the Employee will be sent home by arranging for safe transportation.
- k. Employees covered by this policy may use alcohol or cannabis after the work day (for example, when on a travel status, at a training event or seminar or in any other business-related situation), provided the formal business is completed, they use alcohol responsibly in compliance with the standards set out within this policy and in compliance with applicable legislation and bylaws, and they are not returning to work.

## **9. Identifying a Reasonable Suspicion of Impairment**

Supervisors and co-workers can establish a reasonable suspicion of impairment by an Employee's:

- a. impaired behaviour;
- b. own admission of use of alcohol, drugs or other substances;
- c. possession of alcohol, drugs or other substances; and
- d. noticeable changes in attendance pattern (e.g., frequent absences, "shouldering" scheduled days off).

The City of Mission is aware that staff are not doctors or specialists in assessing impairment; however the following non-comprehensive list provides some direction as to likely indicators of impairment. Symptoms of impaired behaviour may include, but are not limited to:

- slurred speech;
- disorientation;
- odour of intoxicants on person;
- unsteady gait or unusual body movements, poor balance, poor coordination;
- face abnormally flushed;
- glassy or red eyes;
- drowsiness;
- euphoria;
- mood swings;
- inattentiveness;
- unusually loud and/or argumentative;
- excitement or confusion;
- irritability;
- aggressiveness or anger;

- diminished cognitive or motor skills;
- uncharacteristic behaviours; and
- deterioration of job performance such as sporadic work pace, neglect of details, increase in mistakes, difficulty recalling instructions, inability to perform tasks in routine manner.

Note: The above may be as a result of the effects of alcohol, drugs, other substances, medication, or fatigue, which are all potential sources of impairment.

## 10. Drug Testing

In consultation with the Director of the department and Human Resources, City of Mission Employees who are working in Safety Sensitive Positions may be subject to testing for alcohol, drugs, or other substances in the event of an occupational accident or near-miss, where Employee impairment is reasonably suspected, or as part of a return to work monitoring program. Upon this determination, Employees shall submit immediately to a test when directed to do so by their Supervisor.

Any Employee who refuses to submit to such testing or conducts himself or herself during such testing so as to induce a false, incorrect or invalid result shall be subject to disciplinary action up to and including termination.

Employees shall provide, within a reasonable time (normally within 24 hours of a request), a bona fide verification from a physician or a current valid prescription for any prescription drug or medication taken or identified when a test is positive. The Employee may be instructed to provide a report from the physician describing the potential effects of the drug on the Employee's job performance. The prescription must designate the Employee as the person for whom the drug or medication is prescribed, not another individual. In the case of any non-prescription legal drug or medication, the Employee may be required to produce identification of the drug along with indicated side effects identified by the manufacturer.

## 11. Interview After the Incident

Before starting the interview, Supervisors should arrange for the Employee's immediate supervisor to attend. If unavailable, another Supervisor must attend as a witness. For unionized Employees, a union representative must be notified immediately to attend the interview. Supervisors must commence the interview by advising the Employee that her/his behaviour appeared to impair her/his ability to work safely and adequately. The purpose may include determining whether it is an isolated incident of impairment or a sign of a dependency problem. Substance use or impairment can be an indicator of other problems and that possibility should be explored.

- a. The Supervisor should conclude the interview by:
  - i. offering a referral to the EFAP and/or treatment;

- ii. informing the Employee that the Director of the department and Human Resources will be notified of the incident immediately for a determination on whether discipline or referral for treatment, or both, is appropriate; and
- iii. where applicable advising the Employee of her/his suspension from work, and whether such suspension is with or without pay, if the investigation of the matter is ongoing.

## 12. Report

After the conclusion of the interview, the Supervisor shall prepare and submit a confidential written report to the Director of the department and to the Human Resources Department within two working days.

- a. The written report shall include:
  - i. specific facts and observations that indicate alleged impairment or substance use in the Employee;
  - ii. the degree and nature of danger posed from the incident;
  - iii. names of witnesses and their written statements concerning the incident;
  - iv. any relevant information including but not limited to the Employee's length of service and record of disciplinary action, if any, in the Employee's file;

The Director of the department or designate(s), upon receiving the report, shall take further appropriate action as quickly as possible in consultation with the Human Resources Department.

## 13. Provision Support

### 13.1 The City of Mission recognizes that alcohol, drug, and other substance Dependency:

- a. may develop for a variety of reasons;
- b. may develop over a lengthy period of time;
- c. may have a significant impact upon an individual's life and the ability to carry out work safely and effectively;
- d. is a disease that may be characterized by denial of the disease by those who suffer from it; and
- e. can be successfully treated.

The City of Mission encourages Employees with alcohol, drug, or other substance Dependencies to assume ownership of gaining control over their Dependency. Accordingly, Employees suffering from alcohol, drug, and other substances Dependencies are encouraged to seek help and treatment in

overcoming them. The objective will be to provide the Employee with the opportunity and support necessary to achieve a full recovery and therefore successful return to work with their full range of duties and responsibilities.

### **13.2 The City of Mission will provide:**

- a. referral(s) to appropriate substance abuse professionals specializing in substance abuse assessment, treatment, and recovery programs;
- b. the cost of an assessment conducted by a substance abuse professional;
- c. appropriate time off work in accordance with Article 15 Sick Leave or Article 18 Leave of Absence of the CUPE collective agreement or EXE.3 for exempt staff;
- d. recognition of any periods of treatment as periods of sick leave absence, as with any other forms of ill health;
- e. when required, an appropriate Graduated Return to Work Program or modification to duties in consultation with the Employee's Supervisor, Human Resources, and treating substance abuse professional and/or physician; and
- f. the same care and consideration to Employees with substance Dependency problems as it does to Employees having other health problems.

City of Mission Employees will be responsible for the cost of their treatment that is not covered by the provincial health plan or the City's benefit plans. The City of Mission may provide financial assistance to a City of Mission Employee through a loan or other arrangements.

Employees who seek counseling and/or rehabilitation assistance on their own through the City's EFAP may not, on that account alone, be subjected to disciplinary action. However, should this assistance be sought after an investigation of work performance problems related to alcohol, drug or other substance use has begun, such action will not stop the investigation nor preclude disciplinary action from proceeding.

## **14. Special Occasion Functions**

The objective of this section is to establish a protocol for the responsible consumption of alcohol and recreational cannabis (once legalized) at City of Mission special occasion staff functions or sanctioned events. Where the Chief Administrative Officer has authorized the consumption of alcohol or cannabis for the purpose of special occasion staff functions held on or off City premises, and such authorization is consistent with other City policies, the following procedures will apply:

- a. where a special occasion staff function is held the amount of alcohol which is available will be limited to a reasonable amount per person and in accordance with the 'Serving it Right' requirements;
- b. a selection of non-alcoholic beverages as alternatives to alcoholic beverages shall be provided at no cost;
- c. the bar will close one hour prior to the event conclusion and non-alcoholic beverages are to be provided;
- d. smoking cannabis will be in accordance with other policies governing smoking and vaping;
- e. an attendee who shows outward signs of impairment shall be prevented from leaving the event unaccompanied, and;
- f. a designated driver or alternate means of transportation shall be provided to attendees who show outward signs of impairment.

The bartender and other staff, if applicable, are to have completed the "Serve it Right" program/course and are to be instructed to monitor the consumption of alcohol to prevent Employees and invited guests who show signs of impairment from continuing to consume alcohol.

All Employees have a responsibility to ensure the safe and reasonable consumption of alcohol and cannabis is in compliance with the standards set out in this policy. In this regard, all staff are to watch for any Employees who appear to be impaired, and those Employees should be prevented from driving and specifically offered alternative transportation home. Managerial staff have the authority to authorize the cost and use of alternative transportation such as taxi or public transit in such circumstances.

## 15. Confidentiality

The City of Mission and the Union will comply with the ***B.C. Human Rights Code*** and the individual rights of privacy of each Employee. Access to Employee information will be in accordance with the ***Freedom of Information and Protection of Privacy Act*** and the ***Personal Information Protection Act***.

If you have any questions or concerns about this policy or its related procedures please contact your immediate supervisor, your manager, or Human Resources.

### **RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

- *Human Rights Code [RSBC 1996] CHAPTER 210*
- *Occupational Health and Safety Regulation BC Reg 296/97, sections 4.19 & 4.20*
- *HUM.02 Standards of Conduct for Employees*

**\*\*\* END OF POLICY \*\*\***



**RECORD OF AMENDMENTS/REVIEW**

<u>SMS#</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
113	January 1, 2017	July 12, 2018	Y		
		July 25, 2019	Y		

## APPENDIX 1

### Medical Cannabis Prescription Form

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**Note to Physician:** This form will be used only to address and outline an individual's use of cannabis for medical purposes.

1. The information shared on this form will be kept private and confidential.
2. Please **do not** provide a diagnosis or any other related medical information.

**Employee Name** (please print): \_\_\_\_\_

I have reviewed this form and give you permission to supply the City of Mission with information related to my prescription here.

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

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

#### Medical Assessment

Based upon my diagnosis, this individual has been prescribed the use of medical cannabis to alleviate one or more of their symptoms. The use of the prescribed medication is required.

Please identify:

1. How the medical cannabis will be ingested (e.g., edibles) \_\_\_\_\_
2. The amount of medical cannabis that will be ingested (e.g., quantity) \_\_\_\_\_
3. When the medical cannabis will be ingested (e.g., time of day, frequency) \_\_\_\_\_
4. Have other treatment options been considered? Yes/No
5. If you answered "Yes", what other treatment options are available and are there less impairing treatment options? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

Job duty restrictions or limitations while using required medical cannabis:

\_\_\_\_\_  
\_\_\_\_\_

Signature of  
Physician: \_\_\_\_\_

Medical Office Stamp:


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

Name of  
Physician: \_\_\_\_\_  
(please print)

Forward by email or confidential fax to: [hr@mission.ca](mailto:hr@mission.ca) or 604-820-3715

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Date: July 25, 2019  
Document Owner: The City of Mission

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		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>SMS Category:</b> 100 - Organizational Commitment	<b>SMS Number:</b> 113	<b>Document ID:</b> IMPAIRMENT	
<b>Approved By:</b> <input type="checkbox"/> Council <input checked="" type="checkbox"/> CAO <input type="checkbox"/> Department Head			

## Acknowledgement **Form**

I, \_\_\_\_\_, acknowledge that I have received a copy of the **SMS 113 – Impairment Policy** of the City of Mission. I have read and/or been informed about the content, requirements and expectations of this Policy. I agree to adhere to this Policy and will ensure that Employees working under my direction adhere to this Policy. I am aware that violations of this Policy may result in disciplinary action, up to and including termination of my employment, restitution, civil action, criminal prosecution or any combination thereof.

I understand that if I have questions, at any time, regarding the Policy, I will consult with my immediate supervisor, Human Resources staff members or the Deputy Chief Administrative Officer.

*Please read the Policy carefully to ensure that you fully understand the Policy before signing this document.*

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

Employee Printed Name: \_\_\_\_\_

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