

Policy Name:	DRUG, ALCOHOL, AND IMPAIRMENT	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	October 16, 2018	
Next Scheduled Renewal Date:	September 2023	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-008	

## DRUG, ALCOHOL, AND IMPAIRMENT POLICY

### 1.00 PURPOSE

- 1.1 Coast Mountain College (the College) is committed to providing employees and students a safe, healthy, and productive work and learning environment. This policy is intended to help ensure proper standards of work and learning are maintained throughout the College, to restrict consumption of drugs and alcohol on College property or at College events, to promote a drug- and alcohol-free environment, to provide support to employees and students who proactively disclose substance use and impairment problems, and to prevent accidents and injuries resulting from substance use and related impairment.

### 2.00 DEFINITIONS

- 2.1 **College Community:** Students, applicants, alumni, visitors, employees, contractors, sub-contractors, volunteers, agents, and members of the Board of Governors of the College.
- 2.2 **College-Related Activities:** Any activity occurring on College grounds or as part of an educational program or administrative action and including online or distance education; practicum, field education, off-site training, or work terms required by a program of study at the College; and College-endorsed activities and events.
- 2.3 **Student:** An individual who is registered in or applying to a course or program at the College, including individuals who are registered in a course or program as a result of a partnership (e.g., dual credit or dual admission).
- 2.4 **Employee:** Any person employed by the College, including members of the Board of Governors.
- 2.5 **Fit for Duty:** Being in the necessary condition to safely and acceptably perform assigned duties, attend class, or attend to whatever College-related business the person is engaged in.
- 2.6 **FSEAP:** Family and Employee Assistance Program – the employee assistance program for employees of the College.

- 2.7 **Impaired or Impairment:** Being under the influence of a substance or substances, being mentally, physically or behaviourally unable to perform duties effectively and/or safely, due to the use or after-effects of substances.
- 2.8 **Keep Me Safe:** The counselling referral service for all registered students at the College.
- 2.9 **Near Miss:** An incident that did not cause injury or damage but had the potential to.
- 2.10 **Substance:** All drugs (controlled or otherwise) and alcohol that may cause impairment:
  - a) Drugs means any drugs (controlled or otherwise), the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. This includes medication, which is a drug obtained legally, either over-the-counter or through a doctor's prescription and includes the use of marijuana.
  - b) Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.
- 2.11 **Substance Use Disorder:** A medically diagnosed condition in which the use of one or more substances leads to a clinically significant impairment or distress.
- 2.12 **Supervisor:** Any employee who is responsible for the safety and wellbeing of the College Community. For the purpose of this policy only, this includes but is not limited to College coordinators, supervisors, managerial positions, and instructors.

### 3.00 SCOPE AND APPLICATION

- 3.1 This policy applies to all members of the College Community when on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College.
- 3.2 This policy is not intended to supersede or interfere with collective agreements, relevant education policies, or with prevailing laws.
  - a) To the extent there is any conflict between this policy and those agreements, policies or laws, those agreements, policies or laws apply.
  - b) Where this policy and applicable legislation set different standards, the more stringent of the two standards will apply in the interim while the policy is revised.

### 4.00 POLICY

- 4.1 The College promotes a drug- and alcohol-free environment for the College Community.
  - a) The College aims to meet all applicable drug and alcohol regulations and compliance regulations. Therefore, the use of cannabis related products is restricted to medical use and to areas and events designated by the College.

### 5.00 RESPONSIBILITIES

- 5.1 **Administration Responsibilities:** It is the responsibility of the College to ensure that each community member is made aware of this policy and that it is consistently applied.
- 5.2 **College Community Responsibilities:** All members of the College Community are responsible for reading, understanding, and adhering to this policy, and are required to:
  - a) report, and remain, fit for duty whenever engaged in College-related activities
  - b) use substances, including prescribed and over-the-counter medications, responsibly

- c) refrain from consuming substances while on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College, except where consumption of that substance is expressly permitted under this policy, and in which case, doing so responsibly
- d) proactively disclosing to a Supervisor the use of any substance that might cause them to be impaired while on College property or that might adversely affect them in the performance of their duties while engaged in College-related activities
- e) follow appropriate steps when they are experiencing challenges related to impairment or misuse of substances, including any applicable treatment plan(s) or conditional requirement(s) that may be required to be put in place prior to their return to active employment/study/events at the College
- f) speak up for their community by looking out for others.
  - i. This incorporates having awareness of other's fitness for work or evidence of potential impairment, and reporting any potential safety concerns to a Supervisor immediately where they reasonably believe a person on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College, is impaired or is otherwise contravening this policy.
  - ii. This also includes actively working to reduce instances of harm resulting from stigma or discrimination of substance use within our community.

5.3 Student and Employee Responsibilities: Students and employees are responsible for reading, understanding, and adhering to this policy as a College Community member, and in addition are required to:

- a) report, and remain, fit for duty, whether at work, in class, or otherwise engaged in College-related activities
- b) follow the requirements in this policy for proactively disclosing, seeking support for, and following appropriate steps, prior to any incident, if they are under medical care or if they are experiencing any challenges or difficulties at the College, relating to their substance use or impairment.

5.4 Supervisors' Responsibilities: Supervisors have a duty to ensure the health and safety of workers. Supervisors are required to help prevent and address concerns of substance use and impairment, and ensure adherence and consistent application of this policy.

Supervisors responsibilities include:

- a) identifying situations where there is reasonable cause to believe a member of the College Community is impaired as a result of a substance while on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College
  - i. In such circumstances, the Supervisor must ensure that the individual immediately stops what they are doing at the College pending an investigation, and, if appropriate, arrange a safe ride home for the individual.
- b) investigating substance use-related incidents and determining whether any violations of this policy have taken place
- c) addressing and responding to violations of this policy with advice from the Director of Human Resources, Director of Student Development (or Designate), and/or other members of the administration as appropriate, including establishing and managing

conditional requirements that may be imposed on a member of the College Community relating to substance use and impairment and their return to the College

- d) where a student or employee proactively and prior to an incident, discloses they are under medical care or that they are experiencing challenges or difficulties at the College relating to their substance use or impairment, provide support to the student or employee, and, where appropriate, advising them of relevant resources and/or any relevant social programs available within the applicable region
- e) applying this policy in a manner that is free from stigma associated with addiction and where appropriate, taking steps towards reducing stigma and discrimination related to addiction within the College Community.

#### 6.00 GENERAL REPORTING OBLIGATIONS OF MEMBERS OF THE COLLEGE COMMUNITY

- 6.1 Any individual who observes a member of the College Community using a substance outside of a designated activity or event, or demonstrating behaviours that reasonably suggest that they are impaired as a result of a substance, must immediately report it to a Supervisor.
- 6.2 Any individual who observes a member of the College Community to be so impaired, such that their own safety or the safety of those around them is endangered, should immediately phone 911 and alert a Supervisor thereafter.

#### 7.00 SELF-REPORTING PRESCRIBED SUBSTANCES

- 7.1 Students and employees who have been prescribed a substance that may cause impairment must disclose that to their Supervisor prior to performing their duties, attending class, operating a College vehicle, attending a College-related activity, or otherwise representing the College. Failure to do so may result in discipline up to and including suspension, dismissal, or expulsion.
- 7.2 Where a student or employee discloses use resulting from a prescription, the College may require the individual to present written evidence from a medical professional in advance of undertaking any duties, in order to confirm the prescription, ascertain the anticipated effects of the Substance(s), and to gather any other information relevant to the impact on duties, as the College may require for the purposes of considering the individual's use of the substance and reasonable accommodation where required.

#### 8.00 SELF-REPORTING SUBSTANCE USE DISORDERS AND/OR SUBSTANCE USE-RELATED CHALLENGES

- 8.1 Students and employees who have been diagnosed with a substance use disorder must immediately self-report that they are under medical care to the College so the College can consider reasonable accommodation and offer appropriate support.
- 8.2 Students and employees who experience any challenges or difficulties at the College that relate to their use of a substance should immediately disclose and seek support from the College.
- 8.3 It is the responsibility of the student or employee to disclose any substance use disorder or any challenges or difficulties they are having relating to substance use in advance of them being involved in an incident relating to substance use, including a near miss, or them otherwise violating this policy.
- 8.4 Where a student or employee who is under medical care or who is experiencing challenges or difficulties at the College relating to their substance use, fails to proactively

disclose to the College those challenges or difficulties in advance, and is involved in an incident relating to substance use, including a near miss, or otherwise violates this policy, they may be subject to discipline up to and including suspension, dismissal, or expulsion.

9.00 SUPPORT FOR STUDENTS AND EMPLOYEES WHO PROACTIVELY DISCLOSE SUBSTANCE USE DISORDERS AND/OR SUBSTANCE USE-RELATED CHALLENGES

9.1 Where a student or employee proactively and prior to an incident or violation of this policy, discloses they are under medical care or that they are experiencing challenges or difficulties at the College relating to their substance use, the College will support the student or employee in their seeking and undergoing treatment for their disorder and/or provide them appropriate support towards addressing and resolving their challenges and difficulties with substance use. Such support may include:

- a) making the student or employee aware of one or more of the following resources:
  - i. FSEAP
  - ii. Keep Me Safe Program
  - iii. community social programs within the applicable region, such as Terrace and District Community Services Society
  - iv. available relevant public resources such as Canadian Centre on Substance Use and Addiction, Here to Help, Hello Sunday Morning, Alcoholics Anonymous, Al-Anon and Alateen
- b) consideration for the employee or student to access available leave entitlements from work or studies to allow the employee or student to receive treatment or attend a recovery program
- c) entering into conditional agreement plans to facilitate a safe and successful return for those individuals returning to active study or employment following treatment
- d) any other steps the College determines are appropriate.

9.2 Students and employees who proactively and prior to an incident or violation of this policy self-disclose a substance use disorder but who refuse to fully comply with a medically recommended treatment program, or who refuse to enter into a reasonable accommodation agreement with the College for their return to the College may not be permitted to return to work or study at the College until such time as they comply and/or agree.

10.00 PROHIBITION AGAINST SUBSTANCE POSSESSION OR USE, AND IMPAIRMENT

10.1 It is prohibited for any member of the College Community to:

- a) possess illegal drugs or drug paraphernalia while on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College
- b) consume or be impaired by a substance while on duty for the College, attending class, on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College, except as expressly provided for in this policy.

11.00 OFF-DUTY CONDUCT

11.1 Off-duty conduct may have a serious effect on the College and the workplace in general. When employees are off duty there is an expectation by the College that employees will conduct themselves in a way that positively represents the College's values and mission.

- 11.2 The College reserves the right to investigate any situation in which off-duty work conduct involving substance use and impairment may have implications with respect to the workplace or learning environments. If a connection between a community member's off-duty conduct and the College is found, action and subsequent consequences may be taken.

#### 12.00 IMMEDIATE RESPONSE

- 12.1 Where the College has a reasonable basis to suspect that a member of the College Community is impaired while on College property, operating a College vehicle, at a College-related activity, or otherwise representing the College, the College may take immediate steps in response as it determines appropriate, which may include requiring the individual to leave College property or the College-related activity, contacting emergency services or appropriate law enforcement agencies, or any other steps the College determines appropriate.

#### 13.00 INVESTIGATION

- 13.1 Where the College receives a report that this policy may have been breached or where the College otherwise has reason to believe this policy may have been breached, the College will review the situation.
- 13.2 If the College determines there are reasonable grounds to believe there was a breach of this policy, the College will investigate the possible breach. Such investigation may be informal or formal and may be carried out by a member of the College or by an external investigator.
- 13.3 The College may conduct unannounced searches for alcohol, drugs, or drug paraphernalia on College property, including vehicles, or at College-related events. Searches will be undertaken by appropriate law enforcement agencies and where there are reasonable grounds to believe that any of those items may be present.

#### 14.00 EXCEPTIONS

- 14.1 Exceptions to the restrictions in this policy may be granted for medical accommodations, traditional cultural activities, and privately catered and licensed events, where designated in advance by the College.

#### 15.00 DESIGNATION

- 15.1 The President & CEO, Vice-President Corporate Services or Delegate, may designate events where members of the College Community may be in possession of or consume a substance while on College property.

#### 16.00 CONSEQUENCES FOR BREACH OF POLICY

- 16.1 The College promotes a smoke-free environment. Smoking is not permitted on College property except in designated smoking areas. Refer to [HMR-007, Smoking Policy](#) for more information.
- 16.2 Students and employees who breach this policy will be subject to discipline up to and including suspension, dismissal, or expulsion.
- a) The level of discipline imposed will depend on the nature of the breach and the circumstances surrounding the situation.

- b) Where a student or employee who discloses a substance use disorder or that they are experiencing challenges or difficulties at the College relating to their substance use after breaching this policy, it will not prevent the student or employee from being subject to discipline up to and including suspension, dismissal, or expulsion.

16.3 Members of the College Community who breach this policy may be subject to a ban from College property and/or College-related events.

17.00 RELATED POLICIES AND PROCEDURES

- 17.1 [ADM-006, Student Housing Policy](#)
- 17.2 [ADM-009, Student Non-Academic Conduct Policy](#)
- 17.3 [EDU-007, Sexual Violence and Misconduct Policy](#)
- 17.4 [EDU-007P, Sexual Violence and Misconduct Response Procedure](#)
- 17.5 [HMR-001, Employee Code of Conduct Policy](#)
- 17.6 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)
- 17.7 [HMR-006, Violence in the Workplace Policy](#)
- 17.8 [HMR-006P, Violence in the Workplace Procedure](#)
- 17.9 [HMR-007, Smoking Policy](#)

18.00 OTHER SUPPORTING DOCUMENTS

- 18.1 Collective Agreements
- 18.2 [Cannabis Control and Licensing Act, SBC 2018](#)
- 18.3 [Cannabis Distribution Act, SBC 2018](#)
- 18.4 [Motor Vehicle Act \(the MVA\), SBC 2018](#)
- 18.5 [Workers Compensation Act](#)
- 18.6 [Human Rights Act](#)
- 18.7 [Controlled Drugs and Substances Act](#)

19.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created			