

The Frontier School Division Board of Trustees believes that schools and working environments must be safe, comfortable, welcoming and conducive to effective teaching and learning. Substance abuse threatens this environment. Therefore, the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol is prohibited in any Division workplace, including Division buildings, grounds and vehicles.

A “controlled substance” is defined as “any type of drug whose possession and use is regulated by law, including a narcotic, a stimulant, or a hallucinogen”. A “drug” is defined as “a natural or synthetic substance that alters one’s perceptions or consciousness”.

Consequences for employees who contravene this policy are outlined in the accompanying regulations. Principals/supervisors shall ensure, on an annual basis, that employees are aware of this policy and regulations.

Adopted September 1, 2009	Revised April 15-16, 2010	
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Regulations regarding alcohol, drugs and controlled substances in the workplace follow.

**1. Workplace Regulations**

- a. The manufacture, distribution, possession or use of alcohol, any controlled substance or any illegal substance is prohibited in the workplace.
- b. Division workplaces include Division buildings, grounds and vehicles.
- c. Employees will be advised that any possession or use of alcohol or a controlled substance will be reported to the police.
- d. An employee who reports to work smelling of alcohol or appearing to be under the influence of alcohol or a controlled substance will be requested to leave the workplace immediately.
- e. An employee who uses alcohol or any controlled substance during working hours will be immediately removed from the workplace.

**2. Contravention of Policy**

- a. Violation of this policy shall result in appropriate action which may include requiring an employee to participate in a rehabilitation program, or disciplinary action up to and including dismissal.
- b. Employees who contravene this policy shall be encouraged to access an Employee Assistance Plan (EAP) and community resources such as the Addictions Foundation of Manitoba.
- c. Employees shall be granted sick leave (with or without pay, as appropriate) to pursue treatment that involves time away from work to attend a residential treatment and rehabilitation program and/or in-patient or out-patient services.
- d. Application of the Division's disciplinary policy (E.5.D.) shall occur.

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