



EMPLOYEE HEALTH AND SAFETY – ALCOHOL AND DRUG FREE WORKPLACES

Policy E.5.E

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. Therefore, the Division supports an alcohol and drug-free environment. The unlawful manufacture, distribution, possession or use of alcohol, cannabis, controlled drugs or illegal substances are prohibited in any Division workplace, including Division buildings, grounds and vehicles.

Adopted September 1, 2009	Revised April 15-16, 2010	Revised June 15-16, 2023
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Regulations regarding alcohol, cannabis, drugs, illegal and controlled substances in the workplace are as follows.

1. Workplace Regulations

- a. The unlawful manufacture, distribution, possession or use of alcohol, cannabis, any controlled drug or any illegal substance is prohibited in the workplace.
- b. Division workplaces include:
 - any Division building or any school premises or grounds;
 - any school or Division-owned vehicle;
 - any school or Division student field trip.
- c. Employees will be advised that any possession or use of alcohol, cannabis, a controlled drug, illicit substance or misuse of a controlled substance will be reported to the police.
- d. The Division permits the possession or use of prescription and over-the-counter drugs at the workplace under the following conditions:
 - any prescription drug in the employee's possession or used by the employee is prescribed to the employee;
 - the employee is using the prescription or over-the-counter drug for its intended purpose and in the manner directed by the employee's physician; and
 - the use of the prescription or over-the-counter drug does not adversely affect the employee's ability to safely perform their duties or result in impairment.

2. Contravention of Policy

- a. Any contravention of this policy, including personal presentation in the workplace while under the influence or impairment of any legal or illegal substance, may result in a request to leave the workplace.
- b. An employee who uses alcohol, cannabis, illegal substance or misuse of a legal substance during working hours will be immediately removed from the workplace.

- c. Employees who contravene this policy shall be encouraged to access the Division’s Employee and Family Assistance Plan (EFAP) or the MTS HumanaCare and community resources such as the Addictions Foundation Manitoba.
- d. Employees shall be granted sick leave (with or without pay, as appropriate) to pursue treatment that involves time away from work to attend a treatment and rehabilitation program and/or in-patient or out-patient services.
- e. 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 termination.

Information: [Homewood Health: Employee and Family Assistance Plan](#)
[MTS HumanaCare](#)

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