



Workplace Alcohol and Illegal Drug

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Foreword

All employees must diligently perform the work for which they were hired. The consumption of alcohol or illegal drugs in the workplace, or working under the influence of such substances, prevents workers from complying with this obligation and also undermines the therapeutic model required for the clientele.

Consumption may also affect the obligation of all workers to safeguard their health, safety and physical integrity, and to not endanger that of others. Moreover, the employer is subject to the same obligation.

Statement

The Institute will not tolerate employees performing their duties while under the influence of alcohol or illegal drugs.

Guidelines

A) Drugs

- i) The possession and consumption of illegal drugs is prohibited on the grounds of the Institute, in its facilities or at a point of service or area where the Institute's staff carries out its duties;
- ii) Employees are prohibited from being under the influence of illegal drugs on the grounds of the Institute, in its facilities or at a point of service or area where the Institute's staff carries out its duties.

B) Alcohol

- i) The possession and consumption of alcohol is prohibited on the grounds of the Institute, in its facilities or at a point of service or area where the Institute's staff carries out its duties, except in the case of events authorized in paragraph C);
- ii) Employees who are under the influence of alcohol and thus unable to fulfill their duties are prohibited from being on the work premises;
- iii) Employees who work with patients or who have to drive vehicles at work are prohibited from coming to work under the influence of alcohol.

C) Permitted Activities

As part of the provisions of this policy, the Institute permits the consumption of alcohol during certain staff activities that do not involve the presence of patients and that are authorized by the line supervisor. The consumption of alcohol, however, must not result in a state of intoxication. If necessary, the line supervisor must consult the *Activity Planning Procedure*.

In light of these provisions, the following principles are enforced.

1. Any employee who has illegal drugs in his or her possession, consumes such drugs or comes to work under the influence of such drugs must leave the premises at the request of a person in authority, who then notifies the immediate supervisor.

a) This person in authority asks the employee to return home immediately or takes measures to ensure that the employee complies. If necessary, the person in authority ensures that the employee uses a safe means of transport. The Institute or person in authority, however, is not liable for any damages that may arise if the employee refuses the means of transport offered and opts for another.

2. Any employee who:

- has alcohol in his or her possession without authorization
- consumes alcohol without authorization
- works with the clientele, or has to drive vehicles at work, and who comes to work under the influence of alcohol

must leave the premises at the request of a person in authority, who then notifies the immediate supervisor.

a) This person in authority asks the employee to return home immediately or takes measures to ensure that the employee complies. If necessary, the person in authority ensures that the employee uses a safe means of transport. The Institute or person in authority, however, is not liable for any damages that may arise if the employee refuses the means of transport offered and opts for another.

3. Any employee who comes to work under the influence of alcohol and is deemed unfit to work by a person in authority must leave the premises.

a) After declaring the employee unfit to work, the person in authority asks the employee to return home immediately or takes measures to ensure that the employee complies. If necessary, the person in authority ensures that the employee uses a safe means of transport and notifies the immediate supervisor. The Institute or person in authority, however, is not liable for any damages that may arise if the employee refuses the means of transport offered and opts for another.

4. The employee's immediate supervisor holds the necessary consultation and imposes the appropriate administrative or disciplinary measures. Moreover, when applicable, the situation may be reported to police authorities.

5. Any employee who witnesses:

- unauthorized possession
- unauthorized consumption
- a colleague in a state that contravenes this policy

must instantly notify his or her immediate supervisor or security, who then takes the appropriate measures outlined in this policy.

Enforcement Responsibility

Each manager is responsible for ensuring that the staff is fit to work and for enforcing this policy.

Related Links

[Organization of Activities Procedure](#)