

**PROCEDURE FOR POLICY 3.11 – The Use of Cannabis, Alcohol, and other Substances**

**1. Fitness for Work**

Employees must notify their supervisor immediately with respect to an issue with their own fitness for work. This same obligation extends if the employee believes that a co-worker is behaving erratically or if they have reason to suspect that a co-worker is not fit to work.

Leaders and Supervisors are to identify and address all situations promptly where there are concerns about an employee's fitness for work or their ability to perform their job safely.

If an employee is found to not be fit for work, the University will arrange transportation to ensure that the employee identified as unfit to work is not operating a motor vehicle if sent home from the workplace.

**2. Medication and Accommodation**

The proper use of prescription, over-the-counter medications, or medically authorized substances is permitted so long as the employee can safely perform the essential functions of his/her job and will be fit for work.

If an employee requires the use of prescription, over-the-counter medications, or medically authorized substances, that employee must consult their doctor or pharmacist in order to ascertain whether any medication they are required to take, including cannabis, can cause them to be impaired, under the influence, or unfit for work. If so, employees are then expected to confidentially inform Rehabilitation Services to ensure their ongoing safety and the safety of others at work.

**3. Support for Employees with Substance Abuse Disorders**

Employees who have or suspect that they have a substance use disorder are encouraged to seek advice and treatment before a violation of this Policy or other University policies occur. The University has programs in place to support employees with substance use disorders, including Rehabilitation Services, Workplace Health, and the Employee Assistance Program.

Failure to report a suspected substance use disorder prior to a breach of this Policy may result in discipline up to and including termination of employment. Similarly, failure to cooperate with the accommodation process and to provide accommodation related medical documentation as requested may also result in discipline up to and including termination of employment. Any attempt by an employee to voluntarily seek rehabilitation assistance will be treated on a confidential basis to the extent practicable. Employees who voluntarily seek assistance before violating this or any other University policy will not be penalized for requesting help.