

 <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> Page 1 of 3	<b>Procedure Number:</b> AD-01-03
	<b>Approved by:</b> President's Council	
<b>Section:</b> ADMINISTRATION – GENERAL	<b>Effective Date:</b> March 8, 2021	
<b>Title:</b> IMPAIRMENT – DRUGS AND ALCOHOL	<b>Replaces:</b> NEW	

## POLICY STATEMENT

University College of the North (UCN) takes seriously the responsibility to ensure the health and safety of students, employees and the UCN community as a whole. Impairment due to the use of drugs or alcohol poses a potential safety risk to oneself and others and will not be tolerated at UCN.

## PURPOSE OF POLICY

The purpose of this policy is to provide a clear understanding for all members of the UCN community of UCN's position on impairment due to drugs or alcohol in the work and/or learning environment in order to provide a safe and healthy work and learning environment. This policy also ensures that UCN is in compliance with all relevant laws and regulations.

## PROCEDURES

1. This policy applies to all members of the UCN community including: Governing Council, Learning Council, Council of Elders, employees, students, student association councils, contractors, suppliers of services and their employees, lessees/renters of space, individuals who are directly connected to any UCN initiatives, volunteers, and visitors.

This policy applies:

On campus –UCN land and premises either rented or owned, or using UCN-owned or run property or equipment including UCN vehicles.

Off-campus –UCN course or organized class activity; UCN event that has been defined as such; learning, teaching or work environment at UCN.

2. All members of the UCN community are required to attend to the requirements of their related work or learning expectations in a fit condition, free from impairment due to the effects or after-effects of drugs or alcohol, and to maintain a safe and healthy work and learning environment.
3. For the purpose of this policy, drugs include narcotics and illegal drugs, cannabis (whether purchased legally or illegally), legal prescription and over-the-counter medications and all substances and/or paraphernalia that cause or have the potential to cause impairment.
4. In the event any person on UCN property, including UCN vehicles, is found to be in possession of illegal substances, UCN will contact the relevant RCMP or local police detachment.

5. It is the responsibility of any person who becomes aware of possible impairment and risk to health and safety to bring forward the concern, whether verbally or in writing. If an employee is deemed to be under the influence of drugs and/or alcohol, the immediate supervisor of the employee, or Human Resources (HR) is to be notified. If the immediate supervisor is notified, they in turn must advise HR. In the case of a student, they would notify their instructor/faculty, who would notify the Dean of Students or designate. In the event the individual who is deemed to be impaired is employed by another employing authority located on UCN property, or is a contractor or visitor, the information is to be provided to HR.
6. In the event of an emergency situation, UCN Security (where applicable) is to be contacted as well as the RCMP/local police detachment or Emergency Services in the relevant community.
7. The privacy of any individual reporting suspected impairment, and that of the individual who is suspected of being impaired, will be respected. Any medical or other personal documentation submitted to UCN will be treated with confidence under the Personal Health Information Act (PHIA), the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Information and Electronic Documents Act (PIPEDA) and all other relevant privacy regulations or legislation.
8. Any individual who brings information forward or cooperates in an investigation (if any) made under this Policy and who believes they have experienced any form of retaliation as a result should document the details and inform HR. The Dean of Students or designate should be informed in the case of students. All allegations of retaliation will be investigated and if founded, appropriate action will be taken.
9. UCN reserves the right to assess if an individual should remain at the workplace/learning location (eg. classroom, lab, work placement, etc.) where there is reasonable cause to believe that they are impaired.
10. In the event an individual is deemed to be impaired they will be directed to leave the workplace/learning environment. In the case of a UCN employee or student, UCN management will ensure safe transportation to the individual's home or other safe location. If the individual refuses to leave, Campus Security (where applicable) and/or the RCMP or local police detachment will be contacted. If the individual determines that they will drive, they will be advised that UCN is obligated to contact the RCMP or local police detachment.
11. If an employee or student has been directed to leave the workplace/learning environment, a follow up meeting will occur immediately upon their return to UCN. Employees will meet with HR and those who are governed by the Collective Agreement will be invited to have a union representative present and those excluded from the Collective Agreement will have the option to have a support person present. Students will meet with their relevant Dean or Associate Vice-President and will have the option to have a support person present.
12. HR in the case of employees and the relevant Dean or Associate Vice-President in the case of students will determine if further investigation is warranted and whether there will be an internal investigation or whether an external consultant will be retained to conduct the investigation.
13. Any individual who is found to have filed a report in bad faith or is found to be in breach of this policy will be subject to disciplinary action up to and including termination from employment or expulsion from UCN as a student.

14. Employees and students who are impaired by drugs or alcohol in the work or learning environment may be subject to disciplinary action. Disciplinary action for employees is as per the Collective Agreement, or the applicable employment contract if the individual is an excluded employee. Disciplinary action for students is as per UCN policy *AC-01-27 Student Discipline* and any regulations of governing bodies for professional schools where relevant. Disciplinary action up to and including termination from employment or expulsion from UCN as a student may occur if an employee or student is under the influence of drugs or alcohol.
15. If an individual is under medical care which involves a prescription drug that may impair their ability to ensure a safe and healthy environment, it is the responsibility of the employee to notify their supervisor or HR. It is the responsibility of students to notify the Dean of Students (or Student Accessibility Services (SAS) contact for the relevant UCN location). Where such impairment may occur, UCN will work with the employee or student and the relevant medical professionals to consider whether a reasonable accommodation is possible. UCN policy *AD-02-03 Accommodation for Employees and Prospective Employees*, outlines the process in place at UCN to request and provide accommodation.
16. UCN recognizes that addiction to drugs and alcohol may be a medical condition and deemed a disability. Where there is a medically documented disability, UCN is committed to support employees and students to receive assistance, including counselling, treatment and rehabilitation, which may be required to address the medical condition.
17. Reasonable accommodation up to the point of undue hardship will be offered to an employee or student where there is a medically documented disability. Any such accommodation will be made in consultation with the employee or student and the relevant medical professionals. This may include, but not limited to, assistance through the available Employee and Family Assistance Program (EFAP), local addiction and related counselling services, and residential treatment programs where recommended by relevant professionals.
18. The controlled service of alcoholic beverages on UCN property may only be permitted during authorized special events. In such cases, permission must be granted by the President and Vice-Chancellor or designate. Any such event must provide appropriate supervision and security, and must follow all rules for required permits and all regulations under the Liquor, Gaming and Cannabis Authority of Manitoba.
19. UCN will provide appropriate education and training to employees and students with regard to the expectations under this Policy, and the responsibility of all parties to ensure a health and safe work and learning environment.