

 Policies & Procedures Manual	# Pages: Page 1 of 3	Procedure Number: AD-01-03
	Approved by: President's Council	
Section: ADMINISTRATION – GENERAL	Effective Date: May 13, 2024	
Title: IMPAIRMENT – DRUGS AND ALCOHOL	Replaces: AD-01-03 (March 8, 2021)	

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 in the work and learning environment poses a potential safety risk to oneself and to others and will not be tolerated.

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 workplace and learning environment. This policy aims to promote a safe and healthy work and learning environment while ensuring that UCN is in compliance with all relevant laws and regulations.

SCOPE OF POLICY

This policy applies to all members of the UCN community, including employees, students, volunteers, visitors, contractors, suppliers of services and their employees, lessees/renters of space, and any individuals who are directly connected to any UCN initiatives.

This policy applies:

On campus –UCN land and premises, either rented, leased 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.

For the purpose of this policy, drugs include narcotics and illegal drugs, cannabis (whether purchased legally or illegally), legal prescriptions, over-the-counter medications and all substances that cause or have the potential to cause impairment.

GENERAL GUIDELINES

1. 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.

2. 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.
3. In the event of an emergency situation, Emergency Services and UCN Security (where applicable) must be contacted immediately. The relevant UCN authority and the RCMP/local police in the relevant community are to be informed of the incident.
4. 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.

PROCEDURES

1. Reporting Impairment of Drugs and/or Alcohol

- a. It is the responsibility of any individual who becomes aware of possible impairment in the workplace and/or learning environment to bring forward the concern, whether verbally or in writing.
 - i. If an employee is deemed to be under the influence of drugs and/or alcohol in the work environment, 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.
 - ii. If a student is deemed to be under the influence of drugs and/or alcohol in the learning environment, the academic dean and the Dean of Students is to be notified. If an instructor/faculty member is notified, they, in turn, must advise their academic dean and the Dean of Students or designate.
 - iii. 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, UCN security is to be notified, and they, in turn, must notify the UCN Facilities Manager or the relevant UCN authority.
- b. 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:
 - i. HR in the case of an employee;
 - ii. The academic dean and the Dean of Students or designate in the case of students.

All allegations of retaliation will be investigated and if determined to be true, appropriate action will be taken.

- c. 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.

2. Responding to Incidents of Impairment

UCN has the authority to deny access to the workplace/learning location where there is reasonable cause to believe that an individual is impaired or under the influence of drugs and/or alcohol.

- a. In the event an individual is deemed to be impaired, they will be directed by their supervisor and/or security to leave the workplace/learning environment.
 - i. In the case of a UCN employee or student, UCN management will arrange for direct transportation to the individual's home by taxi, or other arranged transportation services. If the individual determines that they will drive, they will be advised that UCN is obligated to contact the RCMP or local police detachment.
 - ii. If the individual refuses to leave, UCN Security (where applicable) and/or the RCMP or local police detachment will be contacted.
- b. If an employee has been directed to leave the workplace, a follow-up meeting with HR will occur immediately upon their return to UCN.
- c. If a student has been directed to leave the learning environment, a follow-up meeting with the relevant Dean or Associate Vice-President will occur immediately upon their return to UCN. Students will have the option to have a support person present.
- d. 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.
- e. Employees and students who are found to be in breach of this policy will be subject to disciplinary action.
 - i. Disciplinary action for employees shall be in accordance with the Collective Agreement, or the applicable employment contract if the individual is an excluded employee.
 - ii. 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.

3. Medical Accommodation

- a. 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 their responsibility to notify UCN.
 - i. It is the employee's responsibility to notify their supervisor and HR if they require a medical accommodation.
 - ii. It is the student's responsibility to notify the Dean of Students or the Student Accessibility Services (SAS) Office if they require a medical accommodation.

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.

- b. 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 supporting employees and students to receive assistance, including counselling, treatment and rehabilitation, which may be required to address the medical condition. UCN policy *AD-02-02 Accessibility for Students with Disabilities* and *AD-02-03 Accommodation for Employees and Prospective Employees* outlines the process in place at UCN to request and provide accommodation.
 - i. Reasonable accommodation up to the point of undue hardship will be offered to an employee or student where there is a medically documented disability.
 - ii. Any such accommodation will be made in consultation with the employee or student and the relevant medical professionals. This may include, but is not limited to, assistance through the available Employee Assistance Plan (EAP), local addiction and related counselling services, and residential treatment programs where recommended by relevant professionals.

RELATED POLICIES/DOCUMENTS

AD-01-04 Alcohol on UCN Premises
AC-01-27 Student Discipline
AC-01-28 Student Code of Rights and Responsibilities
FA-02-01 Facilities Usage
AD-02-02 Accessibility for Students with Disabilities
AD-02-03 Accommodation for Employees and Prospective Employees
Collective Agreement
Employee Assistance Program
Student Housing Handbook

RELATED INFORMATION

Government of Canada. *Personal Information and Electronic Documents Act (PIPEDA)*.
<https://laws-lois.justice.gc.ca/eng/acts/p-8.6/>

Government of Manitoba. *The Freedom of Information and Protection of Privacy Act (FIPPA)*.
<https://web2.gov.mb.ca/laws/statutes/ccsm/f175.php?lang=en>

Government of Manitoba. *The Personal Health Information Act (PHIA)*.
<https://web2.gov.mb.ca/laws/statutes/ccsm/p033-5.php?lang=en>

Government of Manitoba. *The Workplace Safety and Health Act*.
<https://web2.gov.mb.ca/laws/regs/index.php?act=w210>