

Discovery Children's Centre

Substance Abuse and Accommodation Policy

1. Substance Abuse Policy

The Centre is committed to providing a safe and productive working environment for all employees and children and recognizes substance abuse as a health, safety and security problem. Being impaired at work is an extremely serious matter that affects the health and safety of the Centre's employees and children. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to the Centre. This policy sets out the Centre and its employees' respective responsibilities regarding alcohol and drugs in a work-related setting.

The Centre prohibits:

- (a) the use of alcohol, or any drug that results in an employee being impaired; and
- (b) the sale, use, provision, possession of, or any other activity related to, any drug or alcohol that is contrary to any applicable law

While the employee is on the Centre's premises, or while performing job functions or otherwise acting on behalf of the Centre.

Definitions:

"Drug" means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capable of causing a person to be impaired.

"Impaired" means an employee's ability to carry out the employee's job functions in a safe, efficient, or competent manner is negatively affected.

Employee Responsibilities:

As a condition of employment, all employees are required to comply with the following while on the Centre's premises, or while performing the employee's job functions or otherwise acting on behalf of the Centre:

- Not breach any applicable law related to any drug or alcohol;
- Not be impaired;
- Determine, with the employee's licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired;
- Advise the director whenever they believe another employee is impaired

Dependence on Drugs or Alcohol

Accommodation

An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to the Centre and cooperate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

The Centre will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the Executive Director. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their Employee Assistance Program. Employees also have an obligation to participate in accommodation efforts. Please refer to the Centre's Accommodation Policy.

Consequences

Employees who present themselves as impaired will be asked by the Executive Director to leave the workplace while they are impaired. The incident shall be documented and presented to the Board of Directors.

Employees who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to *disciplinary action, up to and including termination of employment, and may also be subject to legal proceedings.*

An employee who is involved in a safety-related incident before informing Discovery Children's Centre of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately for cause.

2. Accommodation Policy

This policy sets out a process for the Centre and its employees to follow, where reasonable, accommodation of a special need based on a protected characteristic under *The Human Rights Code* ("*The Code*") has been requested or is indicated. It also identifies the responsibilities of the Centre and the employee in the reasonable accommodation process. Protected characteristics under *The Code* are: ancestry; nationality; ethnic origin; religion; age; sex, including pregnancy and gender identity; gender-determined characteristics; sexual orientation; marital or family status; source of income; political belief; and physical or mental disability.

This policy applies to all employees of the Centre.

The Centre desires to meet its obligations under *The Code*, including the requirement that employers reasonably accommodate special needs of employees which are based on protected characteristics, to the point of undue hardship.

Employee's Responsibilities

Advise the Centre of the need for accommodation in a timely manner. If the Centre has reason to question a significant change in an employee's behaviour or performance, the Centre should pursue relevant inquiry (*by speaking to the employee*). Requests for accommodation should be made to the Executive Director. (*See attached Accommodation Request Form.*)

Provide all relevant medical and other information to help the Centre assess the accommodation request.

Provide the Centre with the necessary authorization to communicate with relevant professionals, medical or other, depending on the accommodation request.

Cooperate in the search for, and implementation of, the accommodation.

Company's Responsibilities

Review employee's request for accommodation and determine if it falls under any of the areas and /or groups covered by *The Code*.

Verify the need for accommodation by requesting from the employee (*and/or their caregiver*) relevant information.

Hold all information obtained about the employee confidential, as with other personal information about employees. Only information necessary to determine what accommodation is possible should be released, and only to those who need to know.

Assess, identify and implement reasonable accommodation in a timely manner.

If accommodation is not possible due to undue hardship, advise why the accommodation cannot be provided.

Education

The Centre will educate the employees by communicating and circulating the policy about the company's legal obligation and desire to provide reasonable accommodation and the need for employees to assist in that process by supporting and facilitating accommodation initiatives.

Monitoring

The Executive Director will monitor any accommodation implemented to determine effectiveness and /or need for change and/or to determine if accommodation is no longer necessary.

Review Requests

In the event that the initial reasonable accommodation request is denied by the company, employees may seek review of the decision from the Board of Directors

EMPLOYEE REQUEST FOR ACCOMMODATION

This form is being used by the Centre to meet the Human Rights Code-related accommodation needs in consultation with you, the employee. It will be a starting point for discussion where specific needs can arise depending on your specific situation.

Employees will be required to initial the form pages as a means of confirming for both employee and the Centre that it is a collaborative between both parties. Once the form has been completed, a copy will be made available to the employee for their records and must be kept confidential.

Once completed, this form will need to be submitted to the director with the purpose of arranging a meeting between the employee and their immediate supervisor/manager, to discuss the request.

Any documentation of a personal or medical nature can be submitted to the director, who will share (as appropriate) only information related to any work-related restrictions or circumstances that require accommodation. The confidentiality of your personal and/or medical information will be safeguarded.

Employees will be provided with a copy of the current Accommodation Policy and will be required to read in full before completing this form.

EMPLOYEE INFORMATION
Name of Employee:
Position Title:
Department:

HAVE YOU BEEN PROVIDED WITH A COPY OF THE ACCOMMODATION POLICY
<input type="checkbox"/> YES <input type="checkbox"/> NO

WHICH HUMAN RIGHTS GROUND(S) IS YOUR ACCOMMODATION REQUEST RELATED TO?
<input type="checkbox"/> Sex and Sexual Orientation, including Gender Identity and Pregnancy <input type="checkbox"/> Creed (Religion) <input type="checkbox"/> Age <input type="checkbox"/> Marital or Family Status <input type="checkbox"/> Physical or Mental Disability: – Do you have medical confirmation of the disability? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Other ground (please specify: Race, Color, Ancestry, Place of Origin, Ethnic Origin, Citizenship, Receipt of Public Assistance)

Employee Initials:

WHY DO YOU NEED AN ACCOMMODATION?

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WHAT ARE YOUR LIMITATIONS/RESTRICTIONS RELATED TO YOUR JOB / JOB FUNCTION?

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WHAT IS THE TIME PERIOD/DURATION YOU EXPECT WILL BE NEEDED FOR THIS ACCOMMODATION?

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IS THERE ANY OTHER INFORMATION THAT MAY BE USEFUL IN PROCESSING YOUR REQUEST?

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Employee Name (printed)

Date

Employee Name (signature)

Employee Initials: