



Employee Health and Safety – Cannabis, Alcohol and Drug Free Workplaces -Procedure

Procedures regarding alcohol, drugs and controlled substances legal or illegal in nature in the workplace follow.

1. Workplace Procedure

- a. The manufacture, distribution, possession or use of alcohol, any controlled substance or any illegal substance is prohibited in the workplace.
- b. SEC workplaces include all buildings, grounds and vehicles.
- c. Employees will be advised that any possession or use of all illegal substance will be reported to the police.
- d. An employee who reports to work smelling of alcohol or appearing to be under the influence of alcohol or a controlled substance such as Cannabis, will be asked to leave the workplace immediately by a Director or supervisor.
- e. An employee who uses alcohol or any controlled substance during working hours will be immediately removed from the workplace.

2. Contravention of Policy

- a. Violation of this policy shall result in appropriate action which may include requiring an employee to participate in a rehabilitation program, or disciplinary action up to and including dismissal.
- b. Employees who contravene this policy shall be encouraged to access community resources such as the Addictions Foundation of Manitoba.
- c. Employees shall be encouraged to use the “Employee Assistance Program” that is administered by SEC’s Group Benefits providers.
- d. Application of SEC’s disciplinary policy (E.5.D.) shall occur.

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