

Policy:	DRUGS AND ALCOHOL	Policy #:	PB-20040
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Policy Summary

The Company is committed to maintaining a workplace free from the effects of drugs and alcohol out of health and safety concerns, and to preserve the reputation of the Company in the communities it serves. Such effects may include adverse job performance, absenteeism, impaired judgment, and the creation of the risk of harm to other employees, customers, or Company property.

Contents:

1. OVERVIEW
2. SUPERVISORS' AND MANAGERS' RESPONSIBILITIES
3. AWARENESS OF EMPLOYEE JOB PERFORMANCE
4. EMPLOYEE RESPONSIBILITIES
 - A. ILLEGAL DRUGS
 - B. OVER-THE-COUNTER AND PRESCRIPTION DRUGS
 - C. CONSUMPTION OF ALCOHOL AND RECREATIONAL DRUGS (LEGALLY AVAILABLE ACCORDING TO THE LAWS OF THE PROVINCE/STATE IN WHICH THE EMPLOYEE WORKS)
 - D. CONSUMPTION OF ALCOHOL AND RECREATIONAL DRUGS DURING COMPANY FUNCTIONS
5. REHABILITATION AND ASSISTANCE OPTIONS
6. REMEDIAL AND DISCIPLINARY ACTIONS
7. INTERPRETATION AND REVIEW

1. OVERVIEW

The Company is committed to maintaining a workplace free from the effects of drugs and alcohol out of health and safety concerns, and to preserve the reputation of the Company in the communities it serves. Such effects may include adverse job performance, absenteeism, impaired judgment, and the creation of risk of harm to other employees, customers, or Company property.

This policy outlines employee responsibilities in respect to drugs and alcohol, and provides a means for identifying and assisting with the rehabilitation of those employees who suffer from the effects of or illnesses associated with drug or alcohol abuse. Failure to comply with this policy is considered an act of misconduct, and may lead to remedial or disciplinary action, up to and including termination.

2. SUPERVISORS' AND MANAGERS' RESPONSIBILITIES

All Supervisors and Managers are responsible for maintaining a workplace free from the effects of drugs and alcohol in compliance with this policy. This responsibility includes ensuring that this policy is communicated to all employees under his/her supervision or management, being aware of employee job performance problems, which may be caused by the effects of drug or alcohol abuse, and reacting to such problems in accordance with this policy.

3. AWARENESS OF EMPLOYEE JOB PERFORMANCE

Any Supervisor or Manager who knows or has reason to believe that an employee is affected by drugs or alcohol in the workplace should proceed as follows:

- Immediately prohibit the employee from performing any safety sensitive job.
- If necessary, relieve the employee from his/her scheduled duties for that day.
- Document the incident(s).
- Call either the Human Resources Department (or equivalent) or management who, in consultation with the Supervisor or Manager, will determine the appropriate course of action.

4. EMPLOYEE RESPONSIBILITIES

The Company expects all employees to perform their duties in a safe and responsible manner at all times. Unless exempted specifically under this policy, no employee is permitted to be under the influence of drugs or alcohol:

- At the workplace or during work hours / setting.
- While performing or on call to perform his/her employment duties.
- While operating a vehicle or equipment used for Company business.

a. Illegal Drugs

For the purposes of this policy, illegal drugs means narcotics, drugs, or other substances the cultivation, manufacture, distribution, sale, use, or possession of which is prohibited or restricted by law. The cultivation, manufacture, distribution, sale, use, or possession of illegal drugs at the workplace is prohibited. Employees may be subject to criminal prosecution for such conduct, in addition to any remedial or disciplinary action taken by the Company.

b. Over-the-Counter and Prescription Drugs

In this policy, “over-the-counter drugs” means drugs which are available without a prescription and used for purposes of remedying a specified ailment and “prescription drugs” means drugs which are prescribed and authorized for use by a licensed medical practitioner or dentist.

It is not the Company’s intent to interfere with the appropriate use of over-the counter and prescription drugs. However, some over-the counter and prescription drugs can cause side effects, which may impair employee job performance and safety.

An employee who is taking over-the-counter and/or prescription drugs that may in any way impair his/her job performance (including their safety obligations to themselves, their coworkers and their workplace) must report this information to his/her Supervisor or Manager so that the Supervisor or Manager may make appropriate arrangements.

c. Consumption of Alcohol and Recreational Drugs (legally available according to the laws of the province/state in which the employee works)

Under no circumstances are employees permitted to consume alcohol or use recreational drugs at their place of work. Furthermore, employees are not permitted to carry on their person or cause to be brought onto their workplace any form of alcohol or recreational drugs.

Similar to over-the-counter and prescription drugs, alcohol and/or recreational drugs can cause side effects, which may impair employee job performance and safety (including their safety obligations to themselves, their coworkers and their workplace). If employees are under the influence of any alcohol or recreational drugs at any time during their designated work hours, employees must report this information to his/her Supervisor or Manager so that that the Supervisor or Manager may take appropriate arrangements.

d. Consumption of Alcohol and Recreational Drugs During Company Functions

It is recognized that employees may wish to consume alcohol during Company or work related social or business functions. The Company stresses that any alcohol use must be responsibly limited, consistent with considerations of safety, proper performance of the employee’s duties and maintenance of the Company’s good reputation. All employees are expected to know their own limits for their safe consumption of alcohol at these functions. Employees are encouraged not to drive after such functions if they have consumed alcohol and instead, to seek alternatives to ensure safety of themselves and those around them.

Consumption of alcohol at such functions is permitted only to the extent that it does not lead to impaired performance, result in inappropriate behaviour, damage to the Company’s reputation, endanger the safety of the individual or group, or violate applicable law.

Under no circumstances are employees permitted to use recreational drugs during any Company or work related social or business functions.

5. REHABILITATION AND ASSISTANCE OPTIONS

Any employee may seek help for a drug or alcohol problem on a confidential basis by contacting their respective Human Resources Department (or equivalent) or the Employee Assistance Program. The Company encourages and recommends counselling and treatment for employees who are affected by drug or alcohol abuse. In seeking such assistance, employees will not jeopardize their employment or opportunities with the Company. However, rehabilitation and assistance options will not shield an employee from appropriate disciplinary action, up to and including termination, for violation of this policy or for failure to acknowledge a drug or alcohol abuse problem and take the appropriate remedial action to address that problem. If an employee requests leave from work for treatment, arrangements will be made on an individual basis.

The Company retains full and final discretion on whether an employee may return to work after an instance of substance abuse and reserves its right in its full and absolute discretion to require an employee, upon completion of his/her treatment program, to provide a letter from his/her doctor indicating whether or not the employee is fit to return to full work duties without any limitations. Further, the Company reserves its right to place conditions upon an employee's return to work. Such conditions may include a requirement that the employee provide proof of satisfactory completion of a treatment program, and/or satisfactory medical reports on the employee's post-treatment condition.

6. REMEDIAL AND DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to one or more of the following remedial and disciplinary actions:

- Immediate removal from duty.
- Counselling.
- A written warning placed in the employee's employment file.
- Suspension or discharge.

7. INTERPRETATION AND REVIEW

Any questions regarding the application of this policy should be directed to the employee's Human Resources Department (or equivalent) or senior management of the business or the Company. However, the Company's Chief Financial Officer has final authority to interpret and resolve any questions regarding the application of the contents, and spirit, of this policy.

The Company's Chief Financial Officer will review this policy on an annual basis and implement any changes as necessary.