

Policy on Substance Abuse



**Helping People Move from where they are
To where God wants them to be**

Name of Church : Trinity Evangelical Missionary Church
Approval Date : 07-17-2019

Purpose

Trinity EMC is committed to ensuring the health and safety of its employees and volunteers. To this end, Trinity EMC prohibits the use and/or abuse in the church/workplace/place of volunteering of alcohol, illicit and prescription drugs, recreational cannabis and/or other substances that may impact the employee's/volunteer's job performance, fitness for work, or which poses a threat to an employee's/volunteer's own safety, the safety of other employees, other volunteers or any other person.

This policy will be carried out in accordance with applicable Provincial Legislation, Provincial Employment Law and related Legislation and Human Rights requirements with respect to workplace accommodation.

Scope

This policy applies to Trinity EMC employees/volunteers while at work doing their job and serving the interests of the organizations or performing work as a volunteer (as specifically outlined).

Note: The sections on medical cannabis contained in this policy will not apply to those who reside and/or work or volunteer outside of Canada. The consumption of cannabis in any form remains illegal in most countries around the world. Any employee or volunteer violating the law of another country will be subject to the laws of said country.

Definitions

“*Workplace Substance Abuse*” means the use of a potentially impairing substance to the point where it adversely affects performance or safety, either directly through intoxication or hangover, or indirectly through social or health issues. Generally speaking, substance abuse is considered to occur when a drug, including but not limited to alcohol, cannabis, is consumed without medical reasons or if a substance impairs or jeopardizes the health or safety of oneself or others. Abuse can occur by using a substance too much, too often, for the wrong reasons, at the wrong time or in the wrong place.

“*Impairment*” means being in an imperfect or weakened state or condition such as being diminished in function or ability, lacking full functional or structural integrity.

Impairment

Impairment can cause serious accidents and interfere with the accuracy and efficiency of work and/or volunteer activities.

The following are common signs which may indicate impairment from substance use:

- Smell of alcohol on the breath;
- Marijuana odour;
- Glassy or bloodshot eyes;
- Fine motor skill deficiency;
- Unsteady walk;
- Slurred speech
- Mood swings;
- Memory loss;
- Withdrawal;
- Absenteeism/lateness;
- Erratic, aggressive or exaggerated behaviour;
- Relationship conflict;
- Reduced productivity;
- Nervousness;
- Poor grooming or disheveled appearance;
- Poor attention and concentration.

Policy

Trinity EMC will not tolerate the consumption, possession, sale or transportation of illicit or recreational drugs or alcohol by its employees or volunteers while performing his/her job function and/or representing the interest of the organizations. It is the responsibility of the employee and/or volunteer to report to the workplace/place of volunteering fit and ready to work/carry out volunteer duties safely, competently, and productively without any limitations due to substance use or the after-effects of substance use. Anyone not reporting in this condition will be subject to the appropriate disciplinary or administrative process up to and including dismissal/relief from volunteering activities.

It is required that employees and volunteers adhere to the following while in the workplace or while serving the interest of the organization in an official capacity, in a vehicle or while operating motorized equipment including machinery, boats, watercraft, ATVs and other recreational equipment, for the purposes of work/volunteering, or on a scheduled break from the continuing performance of work or volunteer duties :

- Not use any alcohol or possess or sell any unauthorized alcohol;
- Not use, possess or sell illicit drugs or other substances;
- Use prescription drugs or other over-the-counter medications only as directed by a legally qualified medical practitioner or pharmacist and not engage in the sale or sharing of such drugs;
- Not be impaired by alcohol, illicit or prescription drugs and other substances;
- Not smoke or hold lighted tobacco, smoke or hold lighted medical cannabis or use an electronic cigarette or related device in an enclosed workplace or place of volunteering or in an enclosed public place;
- Not possess, smoke or consume recreational/non-medical cannabis in any form in the workplace/place of volunteering or in an enclosed public space;
- The smoking of tobacco or use of tobacco is discouraged. If tobacco is used, the use of tobacco products such as pipe, water pipe, cigarettes, electronic cigarettes, vape apparatus and any other similar product containing tobacco in designated smoking areas as determined by Trinity EMC. Such areas will be communicated to employees/volunteers with appropriate signage designating the outdoor smoking area and will be at least 9 meters from the entrance to a workplace/place of volunteering (or the distance outlined in applicable provincial, municipal or other related by-laws). Employees and volunteers will be required to refrain from smoking except during scheduled break periods including coffee and lunch breaks.

Medical Cannabis

Medical cannabis may be consumed in Canada with appropriate documentation of a legally qualified medical practitioner. An authorized medical cannabis user may use cannabis only in the manner and form prescribed (e.g. consume, vape, cream, oil, etc.) for medical purposes and only in designated areas as determined by Trinity EMC. The designated area will not be an enclosed workplace/place of volunteering or enclosed public place where the method of consumption is smoking or vaping or where the use of such cannabis may cause impairment to other employees, volunteers or other persons.

There are two types of cannabis that may be prescribed for medical purposes- Cannabidiol (CBD) and Tetrahydrocannabinol (THC). As CBD does not result in impairment, this is the only medical cannabis product that will be permitted within the workplace/place of volunteering to ensure the safety of the user as well as other employees, volunteers and other persons. The only exception will be where a legally qualified medical practitioner has determined that only THC may be prescribed in the circumstances. In this instance, the user will be required to cooperate with the employer to ensure that he/she is fit to work or volunteer and is able to do so safely at all times.

Authorized medical use of cannabis will be directed by the legally qualified medical practitioner and any required accommodation issues will be addressed in accordance with applicable Human Rights requirements and in conjunction with internal accommodation processes. Employee/Volunteer cooperation may involve providing written consent for further consultation with the employee's /volunteer's physician to receive direction or clarification on the most appropriate means to balance use of medical cannabis with the safety of the user.

Note: It is unlikely that a legally qualified medical practitioner will prescribe medical cannabis in the form of smoking or vaping as cannabis loses its medicinal value when heated beyond the temperatures associated with lit cannabis.

General

If a Supervisor suspects or is advised that an employee or volunteer is unfit to carry out work/volunteer duties due to substance use, he/she shall:

1. Immediately stop the employee/volunteer from performing their duties;
2. Have a meeting with the employee/volunteer to gather facts and assess the situation;
3. If the employee/volunteer admits being impaired or is deemed to be impaired, the employee or volunteer shall arrange for alternate transportation to the employee/volunteer's home. Under no circumstances should the employee/volunteer be permitted to drive home. Should that occur, the Supervisor will contact the local police for assistance.
4. Subsequent to the incident, discuss with the employee/volunteer to determine next steps as applicable including but not limited to employee assistance, medical assistance, discipline, and removal of employee.

It is the employee's/volunteer's responsibility to advise the Supervisor in confidence that he/she may be in violation of this policy due to alcohol, drug or other substance-related abuse, dependency.

Employees and volunteers taking prescription or other over-the-counter medications should consult with a legally qualified medical practitioner or pharmacist to determine if there are any side effects which may adversely affect their ability to carry out their duties properly and safely. If there are any potential side effects, the employee/volunteer has an obligation to report them to the Supervisor and may request accommodation or another remedy as applicable.

If a violation of this policy occurs in the case where an employee/volunteer suffers from a drug, alcohol or other substance dependency for which the employee/volunteer is seeking assistance, Trinity EMC

will cooperate with the employee/volunteer toward the goal of rehabilitation. Such employees/volunteers will be encouraged to take advantage of any applicable assistance or treatment programs that may be available. The employee/volunteer has a duty to cooperate with the rehabilitation efforts. Where work/volunteer performance has been adversely affected, employees/volunteers undergoing rehabilitation will be provided reasonable opportunity for improvement. The employer will follow normal HR protocol when managing problems related to employee/volunteer rehabilitation processes. An exception to the above may occur as the result of any illegal activities which may involve applicable authorities.

Trinity EMC reserves the right to request additional medical documentation from employees/volunteers where concerns arise regarding fitness to perform duties and/or other concerns noted in the workplace or to obtain associated medical restrictions and/or required accommodation measures. Appropriate accommodation will be conducted in accordance with applicable provincial Human Rights legislation with each case being assessed individually based on its circumstances. Should an employee/volunteer refuse to participate or provide the required documentation, he/she may be placed on leave without pay and not permitted back into the workplace/place of volunteering until such documentation is received to assure the employer that the employee/volunteer does not pose a health and safety risk to himself/herself or others in the performance of his/her duties.

It is important to note that those covered by this policy represent, and are seen by others to represent Trinity EMC both during regular office hours and while representing the interest of the organization in an official capacity or who are seen by constituents as being a representative of the organization. As such, conduct should honour the reputation of Trinity EMC and the teachings of the Lord Jesus Christ at all times, continually striving to build others up and avoiding anything that may hinder their faith journey.

Roles and Responsibilities

Trinity EMC will:

1. Ensure the development, review and maintenance of this policy.
2. Ensure that applicable programs and measures are in place for employee/volunteer compliance.
3. Ensure that employees and volunteers are aware of this policy and ensure its consistent application through training, signage and enforcement.
4. Ensure the identification of designated smoking areas and areas where medical cannabis may be consumed.
5. Keep records of contraventions of this policy and corrective action taken.
6. Ensure that employees and volunteers are aware that this policy applies no matter the country the employee or volunteer lives, works or serves and further that should an employee or volunteer choose to violate this policy in contravention of the laws of another country that this organization will not intervene with legal matters.
7. Ensure that employees and volunteers are fit to perform their duties.
8. Take reasonable precautions to ensure the safety and health of employees and volunteers.

Signature of Compliance Substance Abuse Policy

Employees and Volunteers (as applicable)

1. Comply with the provisions of the policy.
2. Ensure fitness and readiness to work and/or volunteer at all times.
3. Provide documented evidence to support the use of medical cannabis and only use it as prescribed and in the designated areas.
4. Cooperate and provide other medical documentation as may be required to determine fitness to work or required accommodation; cooperate in rehabilitation and/or accommodation efforts.
5. Take reasonable precautions to ensure own health and safety.
6. Report to the Supervisor if in violation of this policy and/or if unfit to work; seek appropriate assistance when required.
7. Report to the Supervisor if it suspected that another employee or volunteer may be in violation of this policy.

This policy is the result of the recent legislation legalizing cannabis and also covers off the use and abuse of alcohol and other substances as well. Trinity EMC requires all its staff to read and sign off that you have read and understood this policy.

I have read, understand and agree to abide by this Trinity EMC Substance Use Policy.

Printed Name

Signature

Date: _____