

**SUBSTANCE USE FOR EMPLOYEES
POLICY
Freedom Thinkers Education
PBL Society**

Purpose of this Policy

Freedom Thinkers Education is committed to the health and safety of its employees and students. The School recognizes that the use of drugs or alcohol, the use of certain medications, and impairment generally can have serious effects on School employees, students, the learning and work environments, and the public. Accordingly, the School is committed to preventing substance use and impairment in the workplace and during an employee's working hours.

Scope of this Policy

This Policy applies to all employees of Freedom Thinkers Education School.

The Policy

The School strictly prohibits employees from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs or alcohol during working hours, whether on or off School property.

Employees are responsible for their consumption or use of legal substances (including medications, cannabis, or alcohol) preceding a work shift and must allow sufficient time for any legal substances consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. The School strictly prohibits employees from consuming or using drugs or alcohol whether on or off duty in circumstances, or at a time, such that the employee is impaired by drugs or alcohol during their working hours. Employees are expected to arrive to work fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain unimpaired at all times during working hours.

Employees who are impaired for any reason, including but not limited to the ingestion of legal substances, must disclose the fact they are impaired to a School Administrator, prior to commencing work. Where the employee becomes impaired during working hours, they must not return to work or must immediately cease working, and must disclose the fact they are impaired to a School Administrator.

Employees breaching this policy will be subject to discipline up to and including termination of employment.

Responsibilities

Employees

- i. Employees must abide by the provisions of this Policy and be aware of their responsibilities under it.
- ii. If an employee becomes aware of conduct contrary to this Policy by another person (including another employee) that endangers the person, a student, or anyone else, the employee must immediately inform a School Administrator.

School Administrators

- i. School Administrators must not knowingly permit an employee to remain at the workplace if he/she has reasonable cause to believe that the employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason.

- ii. If a School Administrator has reasonable cause to believe that an employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason, the School Administrator must immediately remove the employee from the performance of their duties and document the circumstances, observations, and details forming the basis of the Administrator's belief.

EFFECTIVE DATE: October 3, 2018

Policy Updated: September 2022