Cabinet: Personnel Published Date: October 3, 2018

Department: Employee Relations Revision Date:

Review Date:

In alignment with The Salvation Army’s (TSA) ‘Core Values’ and in keeping with the guiding principles for Christian living, biblical stewardship, responsibility to support and protect TSA officers, employees and representatives, and the ongoing desire for organizational excellence, the Territorial Management Board has approved this policy.

Purpose: The purpose of this policy is to set out obligations regarding substance use in the workplace in order to contribute to work environments that strive for excellence in client service. The Salvation Army also has an obligation to exercise due diligence in mitigating workplace health and safety risks under Occupational Health and Safety legislation. The Salvation Army is accountable to create a safe environment for workers, clients, volunteers and members of the public. This duty includes addressing any issue that may impair a person’s ability to perform their work and service functions.

Scope: In keeping with The Salvation Army’s core value of Excellence, we strive to be the best at what we do.

This means:

* committing to creating and maintaining a healthy and safe environment for all;
* coming to work able and willing to perform assigned duties to the best of our ability;
* being mindful that the use of certain substances may seriously impair our judgement, behavior or functioning in the workplace.

Responsibility: The Personnel Deparment is responsible for the administration and management of the policy and corresponding procedures.

Principles: All Workers are expected to report fit for scheduled work and be able to perform assigned duties safely and satisfactorily without any limitations due to use or after effects of

alcohol, cannabis, prescription and non-prescription drugs, illicit drugs or any other substance that may impair judgment or performance.

The Salvation Army prohibits the use, consumption, possession, and distribution of alcohol, non-prescribed cannabis, and illicit drugs in the Workplace.

Voluntary Self-Disclosure of Workplace Impairment

The Salvation acknowledges that some medications, drugs, alcohol, cannabis and other substances may adversely alter the behavior, physical and/or mental ability of its’ Workers. As health and safety are of primary concern, The Salvation Army encourages Workers to self-disclose situations where such substances may adversely affect the workplace, clients, colleagues and/or the organization’s reputation.

Mandatory Self-disclosure of Workplace Impairment for safety-sensitive roles

Workers in safety-sensitive roles ( eg. Driver, Forklift Operator,etc. ) must self-disclose to their supervisor their use of a potentially-impairing substance in cases where Workplace safety may become comprised.

Upon self-disclosure, The Salvation Army will:

* take precautions needed to safeguard the safety and well-being of clients, workers and the organization
* accommodate Workers as required under applicable human rights legislation; and
* encourage treatment where appropriate

Failure to self-disclose under this section may result in discipline.

Reporting Impairment in the Workplace

Suspected impairment of a Worker in a Safety-senstive role must be reported to a Supervisor or to the Territorial/Divisional Employee Relations Department to ensure safety of all Workers, clients and members of the public.

The Salvation Army will not retailiate against Workers who report suspected impairment in good faith.

Human Rights Considerations

The Salvation Army is committed to upholding its human rights obligations in accordance with applicable human rights legislation. (insert link to ERPP section on Accommodation)

In cases of requests for medical cannabis accommodation, appropriate medical documentation will be required.

Effects of Non-Compliance with Policy

Workers who fail to adhere to this policy may be disciplined, up to and including termination.

Definitions1:

“Impairing Substance” is any substance that may seriously reduce an individual’s judgement, insight, behaviour, communication or functioning.

“Impairment” is a state in which an individual’s ability to perform work or supply services is adversely affected by an impairing substance.

“Safety-sensitive role” is a function in which incapacity due to impairment could result in significant risk of injury to others or to the environment. ( eg. Driver, Forklift Operator,etc. )

“Worker” includes officers, employees, volunteers, contractors and other individuals affiliated with The Salvation Army and who perform work or supply services to The Salvation Army

“Workplace”2 means any place where a worker performs work or supplies services. This may include, for instance, a motor vehicle, a mobile emergency response unit, or an off- site work location such as a hospital or prison.

1 Refer to the applicable provincial acts and regulations regarding the following definitions in your jurisdiction

2 The definition of Workplace may be interpreted differently under statutes such as Human Rights and Worker’s Compensation Acts.

Procedures: See Employee Relations Procedure Manual for the specific procedures and Q and A.