

 BOARD POLICY	Policy Name: Drug and Alcohol	Policy Number: 3.15	
	Approval Signature:	Section: Personnel	Page 1 of 2
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

DRUG AND ALCOHOL POLICY

1. PURPOSE

The purpose of this policy is to confirm drug and alcohol use by employees while working or being impaired while working for the Northern Association of Community Councils Inc. (NACC) is not an acceptable behaviour. This policy confirms expectations and outlines the procedure that will be taken in such circumstances.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

(a) Guidelines

(i) Strict Prohibition

- (1) Employees are strictly prohibited from reporting to work and engaging in work while impaired by drugs, alcohol or other substances (including cannabis) which may cause impairment.
- (2) The use, possession, transfer, or sale of any illegal substance on our premises or in any parking lot or work site is strictly prohibited.
- (3) However, if any employee requires accommodation due to a disability (such as substance abuse issues) or as a result of being prescribed medically required drugs (including cannabis), the worker should immediately report his or her condition to management in confidence.

(ii) **Definition**

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances (legal or illegal, including cannabis) as determined by the Business in its sole discretion. Without limiting the generality of the foregoing, “impairment” includes the inability to perform work duties safely, competently, or efficiently.

(iii) **Application**

- (1) Any employee who reports for work impaired will not be allowed to work and any worker who is found to be impaired while working will not be allowed to continue working. If, in the opinion of management, the employee is considered impaired, the employee shall be sent home by taxi or another safe means of transportation. An impaired employee shall not be allowed to drive under any circumstances.
- (2) Subject to any overriding obligations at law (such as a duty to accommodate a disability), any employee who violates this policy by either reporting to work impaired, becoming impaired at work or working while impaired is guilty of serious workplace misconduct and can be subject to severe disciplinary action up to and including termination of employment.
- (3) The NACC recognizes that an addiction to drugs, alcohol, or other illegal substances can qualify as a “disability” for purposes of human rights legislation and will accommodate any disability up to the point of undue hardship.

4. **MONITORING AND REVIEW**

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC’s operations. Changes to the policy will be documented and communicated to the Board for approval.

5. **BOARD ACCEPTANCE**

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025