



## **Drug-free Environment Policy & Plan**

### **POLICY**

It is the policy of Kelington Group of Companies (KGB) to create and maintain a drug-free work environment. The improper use of controlled substances or alcohol is inconsistent with the professional and responsible behaviour we expect of our employees. It also subjects all employees and visitors to our facilities and work area to unacceptable health and safety risks and undermines KGB's ability to operate effectively, efficiently and safely. Therefore, the employees of KGB are strictly prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, possession, or use of alcohol or a controlled substance on our owned or controlled property, being present in any of our controlled area where such activity is believed to take place, or as part of any of its activities or employments. Employees shall not be under the influence while on duty.

We will refer to respective Ministry of Health guidelines for exceptions when possession, use, or distribution of alcohol or controlled substances is permitted on premises.

Each employee will, as a condition of employment, agree to abide by the terms of this policy. Employees who are convicted of a criminal drug offense occurring in the workplace must notify the Human Resource Office no later than five days after such conviction.

### **PROCEDURES**

The unlawful manufacture, distribution, sale, possession, or unauthorized use of alcohol or a controlled substance by employees of KGB while on its' property or while participating in any capacity in activities or employments sponsored by KGB is prohibited.

Employees who violate any aspect of this policy are subject to disciplinary action, up to and including termination from employment or dismissal.

### **EMPLOYEE VIOLATIONS**

An employee who violates this policy may be suspended from service immediately. Where the infraction constitutes a felony offense under federal law, the essential facts of the infraction will be reported to the proper law enforcement official. Upon completion of an institutional investigation, the HR Manager will make a determination on the status of the employee. Referral to law enforcement authorities will not require suspension of disciplinary proceedings nor delay imposition of discipline

Employees who are convicted of offenses involving controlled substances in the workplace (including those who plead "nolo contendere"--i.e., no contest) must inform the Human Resources Office within five days of the conviction or plea. Within 30 days of receipt of notice, KGB shall: 1) take appropriate personnel action against the employee, up to and including termination, and; 2) in the event that the personnel action stops short of termination, require such employee, at the employee's expense, to participate in an approved drug abuse assistance or rehabilitation program.

KGB reserves the right to examine property on its premises where it has reasonable grounds to believe that an employee has broken the law or violated institutional rules or where necessary to obtain information in the employees' absence for management purposes.

## **EMPLOYEE ASSISTANCE**

Employees who seek help for a drug and/or alcohol problem from a supervisor will be referred to an appropriate drug or alcohol counselling, treatment, or rehabilitation program. Cost of treatment will be the responsibility of the employee seeking assistance.

The referral is designed to offer the employee assistance before the condition renders them unemployable and/or incapable to function in an working environment. Participation in such counselling or treatment will not affect career advancement. All referrals will be kept confidential and will not become part of the employee's personnel file.

## **DEFINITIONS**

For the purposes of this Policy, these terms are defined as follows:

KGB – Kelington Group of Companies

ALCOHOL - Any liquor, wine, beer, or other alcoholic beverage.

CHEMICAL DEPENDENCY - A condition caused by the continued use of drugs, lasting a considerable length of time and expected to limit the person's functional ability.

CONTROLLED SUBSTANCES - All forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possessions is prohibited or restricted by law.

DRUGS - Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) controlled substances.

SUBSTANCE ABUSE - The use of drugs or alcohol in violation of state or federal law or in violation of Company policy.

UNDER THE INFLUENCE - Can be measured by the employee's impaired job performance, or the student's impaired academic performance or exhibition of unacceptable social behavior resulting from substance abuse and/or use of alcohol. The particular quantities of alcohol or drugs used to determine if one is under the influence will be established in consultation with appropriate medical authorities or by state statute