

## Drug and Alcohol Policy

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### Intent

The Assignment Workers that are placed on assignments with our customers are our most valuable resource, and for that reason their health and safety is of paramount concern. Cannabis will be treated the same as all other recreational substances. **Alliance Employment Services(AES)** has adopted this policy to communicate its expectations and guidelines surrounding cannabis use, misuse, and abuse.

### Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, and subject to very narrow exceptions, AES reserves the right to prohibit certain items and substances from being brought on to or being present on our company as well as assignment company premises.

### Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

### Roles and Responsibilities

AES will clearly communicate all expectations surrounding cannabis use, misuse, and abuse. To help enforce this policy, management and employees are expected to adhere to the following:

#### Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

#### Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with company-established safe work practices;



- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on company property, and during working hours even if off company property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved cannabis use;
- Report unfit co-workers to management;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of cannabis.

### **Disciplinary Action**

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, AES may also take legal action in accordance with the law.

### **Medical Cannabis**

Where an employee uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis to AES and abide by Alliance Employment Services accommodation policy.

Medical marijuana will be treated the same as all other prescription medication. AES has the same expectations from team members who use medical marijuana as who use all other types of medication and will accommodate individuals up to the point of undue hardship.

### **Guidelines**

- Team members may only use medical marijuana with a license in their names from a physician.
- If a team member is required to use medical marijuana while at work, he/she must inform their direct supervisor as well as a representative of the Recruitment team. A team member is not required to disclose his/her specific medical diagnosis; however, he/she is required to provide a note from his/her doctor and a copy of the possession license.
- All information provided in regard to medical marijuana use is considered confidential and will be treated as such, keeping a team member's' privacy as a top concern second only to safety.
- Team members who have a medical condition which requires additional accommodation can discuss their marijuana use schedule in the context of the general accommodation plan with AES and their primary care physicians.
- AES will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable.
- In the event that medical marijuana is deemed to pose a significant or potential hazard to the employee and/or other employees, AES will attempt to find alternative work for the employee, up to the point of undue hardship.

### **Use of Medical Marijuana While at Work**

- In the event that a team member is taking medical marijuana during regular working hours, he/she is expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- AES asks that, where possible, employees who require medical marijuana use a method of ingestion other than smoking.
- Team members who choose to smoke medical marijuana must abide by all provincial smoking regulations.



- Team members who choose to smoke medical marijuana are not permitted to smoke in the presence of other team members.
- AES will determine an appropriate smoking area for the Team members, with the goal of maintaining the confidentiality of the team member's medical situation.

### **Team Members Expectations**

#### Management is required to:

- Treat team members who use medical marijuana the same as all other team members using prescription medication.
- Provide accommodation up to the point of undue hardship.
- Be aware of the effects of marijuana use and ensure employees are not placed in any safety sensitive situations.
- Assess the effects of the use of marijuana on a team member's performance on the job.
- Ensure that the use of medical marijuana does not adversely affect the safety of the team member and/or his/her co-workers.
- Respond to any team member queries regarding the use of medical marijuana, while maintaining the privacy of a team member's specific situation at all times.

#### Team members are required to:

- Disclose their medical marijuana use to management.
- Work with AES to develop accommodation plans that are mutually agreeable.
- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other team member, even those who may have a similar prescription.
- Maintain ongoing communication with management regarding the effects of marijuana on their ability to perform their job duties.
- Never participate in activities which could cause a safety risk such as driving while under the influence of marijuana.

Management

**Alliance Employment Services**