

 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-06	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Impairment in the Workplace Policy</b>	November 3, 2017
	<b>Responsible</b>	<b>Scheduled Review</b>
	Executive Director	November 2018

## Purpose

The purpose of this policy is to ensure that workers are not impaired by alcohol, drugs, or other causes, such that they might endanger their own health and safety, or the health and safety of their coworkers or members of the public.

## Scope

This policy applies to all employees, executives, and volunteers (called “workers” in this policy).

## Principles

- 1. We believe that what workers do on personal time is their own business.** Workers are free to make their own choices about substance use outside of the Capilano Students’ Union, provided that such use does not interfere with the performance of their job duties. This means that a worker must ensure that their ability to work safely and without risk to their own health and safety, and the health and safety of others, is not impaired by alcohol, drugs, or other causes.
- 2. Reporting to work while impaired by alcohol, drugs, or other causes is prohibited.** Workers are not to report to work or to perform their job duties while impaired by the consumption of alcohol, drugs, or other causes, or if such consumption or other causes would compromise the conduct, judgement, behaviour, and professionalism expected of workers in the performance of their job duties. Workers are restricted from consuming substances during working hours or on our premises.
- 3. We respect each other’s privacy.** The Capilano Students’ Union does not engage in random testing for substance use or addiction. The identification of impairment or substance use issues shall be addressed through disclosures by workers, the monitoring of workers’ behaviour and workers’ job performance by managers and supervisors and, if ordered by the executive director, testing for substance use if reasonable cause is identified.
- 4. We will work to accommodate recovery from substance use and addiction.** If a worker has consumed a substance that they believe could result in impairment during working hours, then that worker is required to report the use of that substance to their supervisor or the executive director. Proactive self-disclosures shall be used to assist in accommodating workers who are recovering from substance use or addiction, and an employee who self-discloses shall not be disciplined solely for the fact that they have self-disclosed substance use or addiction.
- 5. We hold one another accountable.** Workers found to be in violation of this policy may be subject to disciplinary action. For employees and volunteers, disciplinary action could include dismissal from the CSU. For executives, disciplinary action could be taken at the discretion of the board, including the initiation of the procedure for removal from office.

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## Delegation

The board delegates the administration of this policy, and the authority to create health and safety procedures and programs to support and advance this policy, to the executive director.

## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive director is responsible for monitoring the organization's adherence to this policy, and shall provide a monitoring report to the executive committee on an annual basis, ahead of the policy's review.

## Related Laws, Policies, and Procedures

[Workers Compensation Act](#)

## Endorsement

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Christopher Girodat  
Executive Director

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Perry Safari  
VP Finance & Services