

# Use of Drugs or Other Medication and Alcohol Policy

## Purpose

To protect all members of the VCC community from health and safety risks that could arise from the use of alcohol, drugs or other medication while at the College or on College related activities.

## Policy

1. Possession of illegal drugs while on College property or while attending College functions is prohibited.
2. Except where specifically authorized in advance by a supervisor, consumption of alcohol by employees while on duty is not permitted.\*
3. In any case, VCC prohibits the use of alcohol, drugs or medications by all VCC employees and students if such use:
  - a) poses a potential risk to the health and safety of VCC employees, students, or others; or
  - b) is disruptive to, or negatively affects, the learning environment.
  - c) affects the behaviour or functioning of the employee or student.

## Applies to

All VCC employees and students.

## Procedures

1. Any employee who observes another employee who appears to be impaired by the use of alcohol, drugs or medication, and whose behaviour could pose a risk to the

health or safety of that employee or any other person has a duty to report this behaviour to his or her direct supervisor, or to the Director of Human Resources.

- a) the Supervisor must notify the Director of Human Resources or other available Senior Administrator immediately.
  - b) the Senior Administrator and the Supervisor will speak to the employee who has been identified and determine the appropriate action to be taken, if any. In the case of a VCCFA or CUPE employee, a shop steward may be asked to attend the meeting.
2. Students who attend the College or College sponsored activities who appear to be impaired by drugs or alcohol and who appear to be unable to function safely, or are disrupting the learning environment, will be escorted from the College premises or activity and sent home by **alternate transportation** if it is unsafe to drive, and may be subject to discipline.
  3. Employees who attend College premises or College related activities when they appear to be impaired by drugs or alcohol will be escorted from the College premises or activity, and sent home by alternate transportation, and may be subject to discipline.
  4. Employees who are required to take a medication that may affect their judgment or ability to function safely must advise their supervisor of this fact. A physician's note will be required to confirm ability to function safely in the work environment.
  5. If in the opinion of the physician, the use of medication poses a possible safety hazard to any employee or student, the employee will be removed from his or her regular job. If alternate employment is available or modifications can be made to the work so the employee is able to perform work safely, the College will attempt to provide such alternate or modified work. If no alternate or modified work is available the employee will not be allowed to attend work.

\*It is recognized that in accordance with this policy, there will be College sanctioned events or special circumstances where alcohol may be permitted in moderation with the appropriate permission and/or licensing. It is also recognized that certain business/social engagements to be attended as a part of expected duty may include the use of alcohol.

Consuming alcohol must always be complementary or secondary to the event and not the primary focus for the employee and consumption in these cases must be limited so that no impairment results.

**Reference:**

Alcoholic Beverages on Campus Policy B.3.6  
Standards of Student Conduct Policy D.4.3  
Bill 14, The Workers Compensation Amendment Act

**1. Policy Sponsor:** Director, Human Resources

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**