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| Operating Policy  Canada and Bermuda Territory | | | **N:\A - Personal\Locker\Personal\Pictures\Graphics\SA\Shield & Crest\SA_GivingHopeToday_red_hor_lrg_rev_black.jpg** |
| Policy | Substance Impairment in the Workplace | | |
| Value | Service | OP Number | HR 10.002 |

# Policy

It is The Salvation Army's (TSA) policy that all workers are expected to report fit for scheduled work and be able to perform assigned duties safely and satisfactorily without any limitations due to use or after effects of alcohol, cannabis, prescription and non-prescription drugs, illicit drugs or any other substance that may impair judgment or performance. TSA prohibits the use, consumption, possession, and distribution of alcohol, non-prescribed cannabis, and illicit drugs in the workplace.

TSA has an obligation to exercise due diligence in mitigating workplace health and safety risks under Occupational Health and Safety legislation. TSA is accountable to create a safe environment for workers, clients, volunteers and members of the public. This duty includes addressing any issue that may impair a person’s ability to perform their work and service functions.

In keeping with TSA's values, we strive to be the best at what we do. This means:

* Committing to creating and maintaining a healthy and safe environment for all;
* Coming to workable and willing to perform assigned duties to the best of our ability;
* Being mindful that the use of certain substances may seriously impair our judgment, behaviour or functioning in the workplace.

# Purpose

The purpose of this policy is to state the requirements and expectations regarding substance use in the workplace in order to contribute to work environments that strive for excellence in client service.

# Scope

This policy applies to all TSA workers.

# Definitions

| Term or Acronym | Description |
| --- | --- |
| Impairing Substance | Is any substance that may seriously reduce an individual's judgement, insight, behaviour, communication or functioning. |
| Impairment | Is a state in which an individual's ability to perform work or supply services is adversely affected by an impairing substance. |
| Safety-Sensitive Role | Is a function in which incapacity due to impairment could result in significant risk of injury to others or to the environment, e.g., driver, forklift operator. |
| Worker | includes officers, auxiliary-lieutenants, auxiliary-captains, employees, volunteers, contractors and other individuals affiliated with TSA and who perform work or supply services to TSA. |
| Workplace | Means any place where a worker performs work or supplies services. This may include, for instance, a motor vehicle, a mobile emergency response unit, or an off-site work location such as a hospital or prison.  The definition of workplace may be interpreted differently under statutes such as Human Rights and Worker's Compensation Acts. |

# Roles and Responsibilities

## Employees, Auxiliary-Lieutenants, Auxiliary-Captains, and Officers

Are responsible for adherence to the requirements of this policy.

## Supervisors

Are responsible for ensuring this policy is followed in their areas of responsibility and ensuring workers are aware of the policy's requirements.

## TSA

Is responsible for ensuring its policies meet TSA's mission and operational requirements in a fair and reasonable manner.

# Policy Requirements

## Voluntary Self-Disclosure of Workplace Impairment

TSA acknowledges that some medications, drugs, alcohol, cannabis and other substances may adversely alter the behaviour, physical and/or mental ability of its workers. As health and safety are of primary concern, TSA encourages workers to self-disclose situations where such substances may adversely affect the workplace, clients, colleagues and/or the organization's reputation.

## Mandatory Self-disclosure of Workplace Impairment for Safety-Sensitive Roles

Workers in safety-sensitive roles, e.g., driver, forklift operator, must self-disclose to their supervisor their use of a potentially-impairing substance in cases where workplace safety may become comprised.

Upon self-disclosure, TSA will:

### Take precautions needed to safeguard the safety and well-being of clients, workers and the organization

### Accommodate Workers as required under applicable human rights legislation; and

### Encourage treatment where appropriate

Failure to self-disclose under this section may result in disciplinary action.

## Reporting Impairment in the Workplace

Suspected impairment of a worker in a safety-sensitive role must be reported to a supervisor or to the territorial/divisional employee relations department to ensure the safety of all workers, clients and members of the public.

TSA will not retaliate against workers who report suspected impairment in good faith.

## Human Rights Considerations

TSA is committed to upholding its human rights obligations in accordance with applicable human rights legislation. ([HR 01.007 Workplace Accommodation](https://tsacb.sharepoint.com/:w:/s/OPP/Edy-VO4wuGZCuJvNXsG_pHIBQZ5g2njh9dYtRG0rZh3faw?e=SXqdVk)).

In cases of requests for medical cannabis accommodation, appropriate medical documentation will be required.

## Effects of Non-Compliance with Policy

## Workers who fail to adhere to this policy may be disciplined, up to and including termination.

# Policy Compliance

## For the individual

Compliance with this policy is mandatory. Non-compliance may lead to disciplinary action as determined by TSA policy. All staff are responsible for reporting policy violations.

## For the supervisor/department/DHQ

The supervisor must periodically evaluate the implementation of this policy to ensure compliance.

## For the organization

Support supervisors in their duty to comply with policy requirements. Ensure policies are relevant and regularly reviewed.

# Procedure Links

[HR 01.007 Workplace Accommodation](https://tsacb.sharepoint.com/:w:/s/OPP/Edy-VO4wuGZCuJvNXsG_pHIBQZ5g2njh9dYtRG0rZh3faw?e=SXqdVk)

# Form Links

NA

# Related Policy and Document Links

Employee Relations Manual

# Approval and Document Control

**Approved by:**

Territorial Management Board

Canada and Bermuda Territory

**Only the online version of this operating policy is official and current.**

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