TOWN OF THREE RIVERS

Substance Abuse Prevention Policy

Policy Number:	TRHR-9	Date of Approval: May 13, 2019
Approved By:	Town Council	Date of Review: May 19, 2022

Impairment through the misuse of alcohol or other drugs limits an employee's ability to properly do his or her job. At the Town of Three Rivers impairment leading to an accident can cause serious injury and damage to employees, other persons, the environment and property. Therefore a Corporation priority is the provision of the safest possible working conditions for all employees-which is an environment that is free of the negative effects of alcohol and other drug use.

Application

This Policy applies to all Town of Three Rivers employees while engaged in Corporation business or working on Corporation premises or job sites.

Expectations

The following are the expectations of all employees:

- Each employee must report and remain fit for duty during his or her entire shift.
- Employees must not use, possess, distribute or offer for sale drugs, alcohol, or drug paraphernalia during working hours or on company premises.
- An employee during a shift who feels unfit for duty must report to his or her supervisor.
- Any employee working in a safety sensitive position, which would include equipment operators and those working with or in the area of moving equipment, who has a known or suspected substance abuse addiction, must report such addiction to the site manager and such employee shall be accommodated as required by law.
- An employee working in a safety sensitive position, which would include equipment operators and those working with or in the area of moving equipment, must inform his or her supervisor when taking medication that might impair performance.
- Employees must cooperate with supervisors and others in the implementation of this Policy.
- Employees who require a driver's license to perform any part of his or her job must report loss of license to his or her supervisor.

• Employees have a duty to report any and all unsafe acts or conditions in the workplace.

Anyone found to be under the influence of illegal drugs or alcohol or found to have them in their possession at work, or otherwise fails to meet one or more of the above expectations shall be **terminated immediately** unless there are exceptional mitigating circumstances.