

## **Drug and Alcohol-Free Workplace Policy**

This Drug and Alcohol-Free Workplace Policy (the “Policy”) applies to all members of the community at the Vector Institute (“Vector”), including employees (permanent, temporary, part-time, and full time), faculty, secondees, volunteers, and students/interns. The Policy also applies to the Board.

### **1. Definitions**

For the purposes of this Policy:

- a) A “drug” is any substance (whether natural or synthetic) that, when inhaled, injected, inserted, smoked, consumed, absorbed via a patch on the skin, swallowed, dissolved in the mouth or elsewhere in the body, or otherwise ingested causes a physical, physiological or psychological change in the body that affects or impairs an individual’s ability to function, or reduces an individual’s ability to react or respond to situations. It specifically includes both legal and illegal substances, such as cannabis, and includes all drugs, whether or not medically required, and whether or not used in accordance with a prescription or instructions from a medical practitioner or otherwise.
- b) A drug is “medically required” when it has been lawfully prescribed by, or taken under the advice and supervision of, a regulated health professional (e.g. licensed physician). In the case of cannabis, a drug is “medically required” if a person is authorized to possess cannabis for the person’s own medical purposes in accordance with applicable federal law. Where an individual asserts that a drug is medically required, Vector reserves the right to request verification by way of medical documentation.

### **2. Principles**

This Policy reflects Vector’s expectation that all members of its community be and remain fit for duty while at work. It also reflects Vector’s commitment to assist and accommodate employees who seek supportive rehabilitation for drug or alcohol dependency.

This Policy also reflects Vector’s commitment to the health and safety of all members of its community, by implementing clear expectations regarding impairment due to alcohol or drugs, and the prohibition on the use and possession of alcohol and drugs in the workplace.

### **3. Usage Restrictions**

Every member of the Vector community is responsible for arriving at work fit for duty and conducting him/herself in a safe and lawful manner while working. Whether an individual consumes a drug because it is medically required or for recreational use, it is that individual’s responsibility to ensure that the drug or alcohol does not result in the individual being impaired for work at any time while working.

The following conduct is not permitted on Vector property or during working time, except where specifically authorized by Vector management:

- a) Possessing, consuming, or using alcohol or any drug. This specifically includes but is not limited to cannabis (whether medically required or otherwise).
- b) Distributing, offering, purchasing or selling any drugs, drug paraphernalia or alcohol.
- c) Smoking or holding lighted tobacco or cannabis (whether it is medically required or otherwise), or using an electronic cigarette.
- d) Being unfit for duty because of the use, consumption or impairment by alcohol or drugs of any kind (including a prescription drug).

#### **4. Medical Usage**

It is the responsibility of each individual to ensure that if they are consuming alcohol or any drug (including a prescription drug) that they are aware of the effects of that use, and report such use if required. Any individual who is engaged in the use of alcohol and/or drugs is expected to consult with his/her doctor to ensure that the substance will not impair his/her ability to work, and to report any drug or alcohol use that causes impairment while working.

In the event a drug is medically required, and that drug must be taken during working hours or may cause impairment while working, the individual is required to report such use to Vector Human Resources. Vector will comply with its obligation to accommodate, to the point of undue hardship, individuals with disabilities using medically required drugs.

#### **5. Employee Assistance Program**

Vector recognizes that awareness, education programs, early detection, and treatment for those in need are all necessary to maintain a safe and healthy workplace. This Policy respects the dignity and confidentiality of individuals and places a priority on the well-being of employees who have an alcohol or drug dependency. Vector will reasonably assist and accommodate as required employees who voluntarily disclose an alcohol or drug dependency, and support this Policy's implementation with respect for the dignity and confidentiality of individuals.

Vector employees, including faculty, may use the counseling and treatment services that are available through the Employee Assistance Program (EAP), other licensed facilities, or community support services authorized to provide treatment for alcohol and drug dependencies.

#### **6. Responsibilities**

Vector management is expected to:

- a) Communicate this Policy to members of the Vector community.
- b) Comply with its accommodation obligations with respect to individuals who report that they are taking any medically required drugs.
- c) Assist employees with access to Vector's EAP.
- d) Assist with and encourage the use of designated drivers, taxis, and public transit if there is a probability of impaired driving at any after regular working hours, work-related function that may involve the consumption of drugs or alcohol.

Other members of the Vector community are expected to:

- a) Abide by the provisions of this Policy and inform Vector of any suspected violation of this Policy.

- b) Communicate to Vector if they have a drug or alcohol dependency so that it can assess options for reasonable accommodation.
- c) Communicate to Vector if they are using any drugs or alcohol that may cause impairment. If the use of any drugs is medically required, Vector will provide reasonable accommodation as required.
- d) Behave in a socially responsible and reasonable manner at all times at any work-related function.

## **7. Violations of this Policy**

Any employee found to be violating this Policy will be held accountable and may be subject to discipline up to and including dismissal. Other individuals who violate this Policy may be disciplined in a way that is appropriate for their relationship to Vector.

Individuals will not be disciplined for making a voluntary disclosure of a dependency on drugs or alcohol or the use of a medically required drug, unless Vector has already commenced an investigation into a potential violation of this Policy at the time such disclosure is made.

## **8. Amendments**

Vector reserves the right to amend, replace or revoke this Policy at any time. Members of the Vector community will be advised of any future amendments and will be expected to become familiar with and abide by the then-current version of this Policy.