

ABC Company is committed to creating a safe environment for our employees, customers and members of the public. This duty includes addressing any issue that may impair an employee’s ability to perform their work functions responsibly. All individuals working at ABC Company (including volunteers and contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance that may impair judgment or performance.

ABC Company has taken the position that the presence of illicit drugs, recreational drugs, and alcohol on the worksite is not permitted. Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal. Managers and supervisors are to identify and handle all situations promptly where there are concerns about an individual’s ability to perform his or her job safely. Employees who are assessed and suspected to be impaired while at work will be sent home immediately. Transportation will be arranged. The supervisor is responsible for documenting any incidence of suspected impairment.

ABC Company will use “fit for work” procedures, and provide accommodations (where appropriate). ABC Company understands that disabilities are protected through human rights legislation. ABC Company will provide support for employees by providing access to confidential assessment, counselling, treatment, and after-care services. Employees who have substance dependence are strongly encouraged to seek assistance.

Employees shall advise their supervisor whenever they have any concerns about their colleagues’ fitness for duties. The Human Resources contact will work with the immediate supervisor to determine appropriate disciplinary action if necessary. The Manager will ensure adherence to reporting requirements with the appropriate licensing bodies

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| Boss Name  Title here  ABC Company |  | Date |

IMPAIRMENT

Policy statement