

## Evergreen Nursing Services' Substance Abuse Policy (Drug and Alcohol)

---

### Intent

EVERGREEN NURSING SERVICES LTD. is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

### Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves, co-workers and clients. To help ensure a safe and healthy workplace, EVERGREEN NURSING SERVICES LTD. reserves the right to prohibit certain items and substances from being brought to an employees workplace (i.e. client's home, facility, Evergreen Office, or any other work environment where client care is being provided).

### Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Employees must not consume alcohol or recreational marijuana within 12 hours prior to their shift
- Distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs during working hours is strictly prohibited, including use of recreational marijuana;
- Use and possession of medically prescribed drugs is permitted during working hours, if a medical physician has deemed an employee fit for duty while taking prescription medication(s);
- Use of prescribed marijuana must be disclosed to management prior to commencing any work with Evergreen clients and a note from the employee's primary medical physician must be provided stating that an employee is fit to provide safe and competent care to a vulnerable population while on a prescribed marijuana product.
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication or medically approved substances must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

### Roles and Responsibilities

EVERGREEN NURSING SERVICES LTD. will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Provide a safe work environment; and

- Review and update this policy regularly.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or human resources; and
- Follow the after-care program, where established.

### **Suspicion of Impairment**

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

1. The Executive Director, Director of Nursing and/or RN Supervisor will consult with anyone that reported the concern to obtain objective observations (if reported by another Evergreen employee or external individual (e.g. client, client family, facility staff, etc.)
2. The Executive Director, Director of Nursing and/or RN supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyser or blood test. The employee may be advised that EVERGREEN NURSING SERVICES LTD. has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse EVERGREEN NURSING SERVICES LTD. organized transportation and make the decision to drive their personal vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

### **Substance Dependency**

EVERGREEN NURSING SERVICES LTD. understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. EVERGREEN NURSING SERVICES LTD. promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

### **Voluntary Identification**

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by EVERGREEN NURSING SERVICES LTD., unless otherwise authorized by law.

### **Agreement for the Continuation of Employment**

EVERGREEN NURSING SERVICES LTD. reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

### **Disciplinary Action**

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on EVERGREEN NURSING SERVICES LTD. premises and/or in any client-related workplace including but not limited to the client's residence, neighborhood, assisted living facility).