



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**HUMAN  
RESOURCES**

**POLICY NUMBER: HU 08**

**POLICY TITLE: SUBSTANCE ABUSE**

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**Date Adopted by Council / Motion Number:**

**03.04.210**

**PURPOSE:**

To understand, communicate, and assist the employees of the M.D of Greenview in dealing with substance abuse.

**POLICY:**

The M.D. of Greenview is committed to the health and safety of its employees, and will not tolerate the use of illicit substances nor the abuse of alcohol, medications, or other substances by its employees where such use affects job performance.

**PROCEDURE:**

**1.0 AWARENESS**

- 1.1 The M.D. will provide policy awareness training to stress the importance of knowledge and prevention in avoiding substance abuse situations.
- 1.2 Management and Supervisors are responsible for ensuring that all of the employees are aware of the Substance Abuse Policy.
- 1.3 The M.D. shall assist, encourage, and financially support the employee to deal with the substance abuse problem as stated herein or as agreed to with the Manager of Human Resources.
- 1.4 Upon adoption of this policy, all new employees hired by the M.D. will be required to enter into an agreement to participate in a drug and alcohol testing program.
- 1.5 All existing and new employees will be provided with a copy of this policy and they shall acknowledge that they have read and understood the policy.

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**2.0      EMPLOYEE RESPONSIBILITY**

- 2.1      All employees of the M.D. of Greenview agree to report to work free from the impairments of alcohol or illegal drugs.
- 2.2      At all times, employees and will be treated fairly, confidentially, and with respect.
- 2.3      At anytime an employee identifies himself as having a substance abuse problem, the employee may approach the M.D. requesting assistance for the problem.
- 2.4      If the M.D.'s benefit plan does not provide insurance for evaluation and treatment for substance abuse, the M.D. will provide time off with pay for the employee to attend and undergo assessment and treatment for a period of one month, or as mutually agreed to by the Manager of Human Resources.
- 2.5      Should an employee believe that another staff member may have a substance abuse problem, the employee shall notify his/her immediate supervisor.
- 2.6      If any employee is found with possession of illegal drugs or the use of alcohol during work hours, the employee may be dismissed for 'just cause' and without notice.
- 2.7      If in the event that the employee is driving an M.D. vehicle or piece of equipment while under the influence of drugs or alcohol, he/she shall be immediately sent and driven home by his/her Supervisor. A review of the incident shall be conducted in accordance with the Personnel Policy, and the employee may be terminated for 'just cause' without notice.

**3.0      SUPERVISOR'S RESPONSIBILITY**

- 3.1      Supervisors must immediately notify the Manager of Human Resources if they suspect an employee is influenced by, and/or job performance is affected by, substance abuse.
- 3.2      If there is suspicion of a substance abuse, the Manager of Human Resources shall arrange a meeting with the employee and his/her immediate Supervisor.
- 3.3      At the meeting, if in the opinion of the Manager of Human Resources it is determined the employee may have a substance abuse problem, the employee shall be required to undergo an assessment conducted by an approved agency.
- 3.4      If the employee refuses to undergo an assessment, the employee may be terminated for just cause and without notice or may be put on probation in accordance to the Personnel Policy.
- 3.5      If the employee's work performance continues to be unsatisfactory, the employee will be disciplined in accordance with the Personnel Policy, and may be dismissed for 'just cause without notice.

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- 3.6      If the employee agrees to have an assessment done, and the assessment determines treatment, the M.D. will financially support treatment.
- 3.7      If the M.D.'s benefit plan does not provide insurance for evaluation and treatment for substance abuse, the M.D. will provide time off with pay for the employee to attend and undergo assessment and treatment, in an evaluation and recognized treatment program, for a period of one month or as mutually agreed by the Manager of Human Resources.

**4.0      VOLUNTEER TESTING PROGRAM**

- 4.1      Existing employees may voluntarily agree to enter into an agreement that will have the employee participate in a drug and alcohol testing program.
- 4.2      The agreement for a volunteer testing program will define the nature of when testing can be done, the level of tolerance allowed, and the type of testing the employer is conducting.
- 4.3      If the volunteer testing indicates a potential abuse, the employee shall participate in an evaluation and recognized treatment program.
- 4.4      The Manager of Human Resources shall be provided with a copy of the assessment.
- 4.5      The employee will be required to follow through with any recommendations for treatment.
- 4.6      The M.D. will only test employees when it is suspected a substance abuse problem exists and when the employee is in an affiliated situation or job that will impair their responsibilities.

( Original signed copy on file)  
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REEVE

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C.A.O.