

Purpose:

- 1 To reinforce The City's commitment to providing a safe work environment, free from the dangers posed by workers who are not fit for duty, for all of its workers and others who might be present in the work environment or impacted by the safety of the work environment, including members of the public.
- 2 To establish The City's expectations of its workers with respect to alcohol, drugs and medications, including the potential consequences of non-compliance with those expectations.
- 3 To, in appropriate cases, support its workers who seek and require assistance in dealing with current or emerging alcohol and/or drug issues, including dependencies.

Policy Statement(s):

- 4 The City recognizes that the use of alcohol, drugs and/or medications can adversely affect worker job performance and the safety of the work environment. One way that The City endeavours to ensure a productive and safe work environment is by ensuring that its workers are fit for duty.
- 5 The City expects all of its workers:
 - (1) to report to work fit for duty and then remain fit for duty for the duration of the workday.
 - (2) to inform their supervisor immediately if they are not, or have good reason to believe that they may not be, fit for duty. This includes when workers are called in while on call and when workers are asked to perform unscheduled work.
 - (3) to inquire with their physician or a pharmacist as to whether any of the medications that they are taking can negatively affect their performance in the work environment, including by making the physician or pharmacist aware of the worker's specific job duties and the nature of the work environment and to advise their supervisor that they are using the medication if their physician's or pharmacist's opinion is that the medication has the potential to affect their fitness for duty.
 - (4) not to use, distribute, offer or sell alcohol and/or drugs in the work environment or at any other place during the workday subject to the exceptions set out below.
 - (5) A worker may use alcohol in the work environment or during the workday in authorised social settings (e.g. hospitality events, conferences, retirement celebrations) with the prior approval of their supervisor. On such occasions, workers are expected to act responsibly and with moderation.
 - (6) A worker may use medication in the work environment or during the workday if the following conditions are satisfied:
 - (a) the worker uses the medication exactly as prescribed, authorized or recommended by their physician, a pharmacist or the manufacturer; and

- (b) the worker has inquired with their physician or a pharmacist as to whether the medication can negatively affect their performance in the work environment, including by making the physician or pharmacist aware of the worker's specific job duties and the nature of the work environment; and
 - (c) if the worker has reason to believe, because of their physician's or pharmacist's opinion or for some other reason, that the medication has the potential to affect the worker's fitness for duty, the worker has advised their supervisor that they are using the medication and The City is satisfied that such medication does not negatively affect the worker's ability to safely and/or efficiently perform their duties.
- (7) not to possess, use, distribute, offer to others or sell illegal/illicit drugs and their paraphernalia in the work environment or at any other place during the workday.
 - (8) to participate in alcohol and/or drug testing when directed in accordance with this Policy.
 - (9) to follow any aftercare and monitoring programs in place in accordance with this Policy.
 - (10) to report any loss or suspension of their driver's license if a driver's license is required to perform their duties.
 - (11) to report impaired driving charges and convictions if they occur while the worker is on City business or while the worker is operating a City vehicle or other mobile equipment.
- 6 The City recognizes that dependency on alcohol and/or drugs is a treatable disability. If a worker suspects that they may have a dependency, they are required to disclose that information to The City, through their supervisor and/or through Human Resources.
- (1) If a worker discloses that they may have a dependency before their performance is affected and/or before a breach of this Policy occurs, the worker will not be disciplined. Rather, The City will provide its support to the worker, which may include, where The City in its discretion deems it appropriate, sending the worker to an appropriate treatment program.
 - (2) If a worker fails to disclose that they may have a dependency before their performance is affected and/or before some other breach of this Policy occurs, the worker may be disciplined (up to and including termination) and/or the relationship may be terminated.
 - (3) If a worker, following treatment for a dependency, returns to work, they may be required to participate in an after-care and monitoring program.
- 7 The City may require testing (refer to testing procedure) for alcohol and/or drugs
- (1) Recognizing the need to balance a worker's right to privacy and The City's interests in ensuring a safe and productive work environment, testing may only be performed under the following circumstances:
 - (a) when the worker has a safety sensitive position or works in a safety sensitive work environment and there are reasonable grounds for testing the worker;
 - (b) when the worker has a safety sensitive position or works in a safety sensitive work environment and there has been a significant incident or near miss involving the worker; and/or

- (a) pursuant to the terms of an aftercare and monitoring program when an employee returns to work following substance dependency treatment.
 - (2) If a worker refuses to submit to testing in one or more of the circumstances set out above, their refusal to submit to testing will be considered a violation of this Policy.
- 8 Any violation of this Policy constitutes a fundamental breach of the relationship between The City and the worker and may be grounds for discipline (up to and including termination) and/or termination of the relationship. The appropriate response depends on the facts of the case, including the nature and seriousness of the violation, and the existence of prior violations.
- 9 Any personal information collected under or in relation to this Policy will be treated in a confidential manner and will not be collected, used, or disclosed except in accordance with the applicable privacy legislation. The City acknowledges that this commitment to protect confidentiality is particularly relevant when a worker discloses that they may have a dependency under section 6 and when a worker is required to submit to testing for alcohol and/or drugs under section 7.

Definitions:

- 10 Alcohol is the intoxicating agent in a beverage (beer, wine, and spirits), ethyl alcohol, or any other low molecular weight alcohols including methyl and isopropyl.
- 11 City Business means all actions and activities performed by a worker in the course of carrying out their duties.
- 12 Drug means any substance or preparation, illegal or legal, the use of which has the potential to change or affect how a person thinks, acts or feels. Drugs include both illicit/illegal drugs and medications.
- 13 Employee means any individual employed by The City on a full time, part time, temporary or casual basis.
- 14 Fit for duty or fitness for duty means the ability to mentally and physically perform the worker's duties in a safe, professional and reliable manner. A worker who is subjected to testing and is found to have drugs or alcohol above the cut-off levels specified in the testing procedure will be deemed to be unfit for duty.
- 15 Illicit/Illegal drug means any drug, medication or other substance that cannot be legally obtained, and whose possession, use, distribution, sale or purchase is restricted or prohibited by law, or, even though legally available, was not legally obtained, consumed or used by the worker.

- 16 Medication means any drug that was obtained legally by a worker, either through a physician's prescription or authorization or over-the-counter, and used as directed or indicated. Marijuana or cannabis is only considered a medication if and to the extent that its use has been authorized by a physician because of an existing medical condition.
- 17 Reasonable grounds means a set of circumstances indicating that a worker may not be fit for duty.
- (1) Circumstances giving rise to reasonable grounds are case specific and may include, but are not limited to one or more of the following: smell associated with the use of alcohol or drugs, slurred speech, glassy eyes, unsteadiness, disorientation, drowsiness, presence of alcohol or drugs or drug paraphernalia, information from others, repeated errors in job performance or excessive absenteeism or lateness.
- 18 Safety-sensitive means any position or work environment where a worker engages in a process, function or duty that has the potential to cause harm, including injury or death, to the worker, any other person or any property. Safety sensitive includes, but is not limited to, any position or work environment where a worker operates a vehicle, other mobile equipment and/or any other heavy equipment.
- 19 Significant incident or near miss means an occurrence, circumstance or condition that caused or had the potential to cause damage or injury to the worker, any other person or any property.
- 20 The City means The City of Red Deer.
- 21 Work environment means any place where workers perform, undertake or are assigned duties for the purposes of conducting City business. Work environment is not limited to property that is owned by The City.
- 22 Workday means the period of time between when a worker begins or is scheduled to begin a work shift and when the work shift is over, including all breaks.
- 23 Worker means all employees, volunteers, contractors and/or consultants working on behalf of The City.
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References/Links:

- 1 2024 – CA Respectful Workplace
- 2 2024 – CP Respectful Workplace Issue Resolution
- 3 Occupational Health & Safety Act, Code and Regulations

- 4 Alberta Human Rights Act
- 5 RISE Principles
- 6 2025 – CA Ethical Standards

Scope/Application:

- 1 This policy applies to all of The City’s workers, which includes employees, volunteers, contractors, and/or consultants working on behalf of The City.

Authority/Responsibility to Implement:

- 1 The Human Resources Manager or their designate will be responsible for the enforcement, maintenance and updating of this Policy.
- 2 Supervisors will be responsible for the implementation of procedures and guidelines to support this Policy.
- 3 Department Managers will ensure that workers are informed of this Policy.

Inquiries/Contact Person:

- 1 Human Resources Manager
- 2 HR Team Lead - Programs

Policy Monitoring and Evaluation:

- 1 This policy will be reviewed and evaluated at least every three years with amendments made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
Approval: July 26, 2018	“Craig Curtis”	City Manager
Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 7, 2020	“Tracy Bruce”	Human Resources Manager