

CDBA-NB Inc. Policy and Procedure			
Chapter:	General	PP No.	G 3.2
Section:	Health and Safety	Issued:	Feb 2015
Subject:	ALCOHOL & DRUGS IN THE WORK PLACE	Effective:	Jan 2015
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Approved by:	CDBA-NB Inc. Board of Directors	Issued:	

1. POLICY

- 1.01 No employee shall work while under the influence of alcohol or drugs or the inappropriate use of prescribed medication. No Intervenor may consume alcoholic beverages while working in the accompaniment of a CDBA-NB Inc. consumer. This also includes special events such as camp, overnight stays and special occasions.
- 1.02 No CDBA-NB Inc. employee/board member/consumer/parent/guardian shall consume alcoholic beverages on the premises of CDBA-NB Inc. unless the consumption is authorized as part of a social event sponsored by CDBA-NB Inc.
- 1.03 While attending any work-related function, on or off premises, no CDBA –NB Inc. Employee/Board Member shall drive after the consumption of any alcohol.
- 1.04 No employee shall attend work in an impaired or “hung over” condition.

2. PURPOSE

- 2.01 CDBA-NB Inc. is committed to ensuring the safety of all employees and the public at large and to ensure the integrity of the company.

3. SCOPE

- 3.01 This Statement of Policy and Procedure applies to all board members, consumer/parent/guardian and anyone associated with CDBA-NB Inc.

4. RESPONSIBILITY

- 4.01 The Executive Director is responsible for ensuring the consistent administration of this policy.

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- 4.02 Each individual is responsible for his or her own consumption of alcohol and the consequences that may follow from the consumption.
- 4.03 If the Executive Director becomes aware that an employee, director, officer, shareholder or client has become intoxicated, the Executive Director shall take such steps as are necessary to prevent the person from causing injury.
- 4.04 If the Executive Director becomes aware that an employee has violated this policy, the Executive Director shall implement the appropriate disciplinary procedure.

5. DEFINITIONS

“Intoxicated” means the condition of a person who is showing signs of physical and behavioral changes including the smell of alcohol on the breath, red rimmed eyes, staggering and/or aggressive or loud behaviour not typical to the person.

“Temporary Suspension” for the purpose of this policy, means the removal from the workplace and being sent home by taxi immediately.

“Workplace” means where the employee works. This may include client premises, conference locales or an employee’s vehicle if used for business purposes during working hours.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Occupational Health and Safety
 NB Liquor Control Act

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7. PROCEDURE

- 7.01 In the judgment of the Executive Director, if an employee attends work in an impaired or “hung over” condition, the Executive Director shall take such steps as are necessary to prevent the person from causing injury.
- 7.02 CDBA-NB Inc. will periodically remind employees that consuming alcohol/drugs “on the job” or on company premises will not be tolerated. Employees are not permitted to consume alcoholic beverages or do drugs during lunch or rest periods.
- 7.03 An employee who is discovered to be consuming alcohol/drugs while on duty, during a lunch period or a rest period or who reports for work intoxicated/impaired will be subject for discipline. Discipline may include a reprimand, a Temporary Suspension or termination.
- 7.04 CDBA-NB Inc. will advise in advance of a function which includes the service of alcohol with the statement that each employee will be responsible for his or her own consumption of alcohol and that “drinking and driving” will not be tolerated.
- 7.05 (a) CDBA-NB Inc. will arrange for alternate transport for individuals who have consumed alcohol to the point of impairment. Such transportation may include the provision of bus tickets, taxi or the use of designated drivers.
(b) CDBA-NB Inc. will call police if an employee refuses alternate transportation and it appears likely that the employee will drive while impaired.
- 7.06 An employee who breaches the provisions of its policy is subject to discipline ranging from a warning, suspension of work without pay and up to and including termination of employment.

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8.	ATTACHMENTS
	None.