Procedure

SUBSTANCE USE PROCEDURE

Procedure Section:	People & Culture	**Effective Date:**	December 3, 2025
Policy Owner:	Director, People & Culture	**Last Revised:**	November 27, 2025
Policy Administrator:	Manager, Health Services	**Review Scheduled:**	Every 4 years
Approver:	Executive Committee		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. PROCEDURES

1. General Procedures

1.1 Self-Disclosure

a. The College recognizes that substance dependencies are medically treatable conditions and is committed to supporting affected individuals through appropriate resources, accommodation, and rehabilitation efforts, in accordance with applicable legislation and College policies.

b. Employees who suspect they may have substance dependency are strongly encouraged to seek assistance and appropriate treatment, including participation in monitoring or aftercare programs, at the earliest opportunity, before job performance or safety is affected or compliance with the Policy is compromised.

c. Employees who voluntarily seek assistance for a substance dependency or a related concern, or who disclose their participation in rehabilitation efforts, will not be subject to disciplinary action solely on the basis of such disclosure or request for help.

d. Employees who feel that they are misusing a substance or have dependency concerns may request help with through their reporting Leader or the one up Leader, People and Culture, or the Employee Family Assistance Program (EFAP).

   i. If a request is made through a Leader or EFAP, the employee may subsequently be referred to Health Services. In appropriate cases, Health Services or People and Culture may refer the employee to a Substance Abuse Professional for a Substance Abuse Assessment.

   ii. Employees will be supported through recommended treatment and aftercare programs, in accordance with the guidance of a Substance Abuse Professional, and within the parameters of the College's benefit plan and the applicable provisions of the CUPE and KCFA Collective Agreements.

e. The Substance Abuse Professional will assess if the employee has a substance use disorder or dependency, make recommendations as appropriate regarding education and treatment, and recommend a return to work monitoring program, including unannounced follow-up testing as appropriate per an agreed upon return-to-work document.

f. Accessing support or disclosing a substance dependency does not exempt employees from complying with applicable policies and procedures, including, without limitation, the requirement to remain Fit for Duty.

g. Any employee who is unable to comply with the Substance Use Policy and Procedure for any reason must advise their Leader or People and Culture/Health Services prior to commencing or continuing their duties. The College will work with the employee to appropriately address any inability to comply. Employees will not be disciplined for making such a disclosure; however, this does not exempt them from potential disciplinary action related to prior policy violations.

1.2 Investigation

The College will investigate any violations or suspected violations of the Substance Use Policy, including, but not limited to, the following situations:

1.2.1 Unfit for Duty Situations

a. In any situation where an employee is observed and deemed as potentially unfit to be on College Property or to engage in College business, a leader will escort the employee to a private location to conduct a discussion.

b. The employee will be interviewed and given an opportunity to explain the circumstances contributing to their inability to be Fit for Duty.

c. If the explanation is deemed unreasonable, or if the leader conducting the interview continues to believe the employee is not Fit for Duty, the Leader will then confer with People and Culture, who may then decide on one or more of the following actions:
   - Refer the employee for medical attention if there are immediate medical concerns; and/or
   - Refer the employee for an Alcohol and Drug test

   In either instance, where applicable, a Union or Association representative will be notified and be available to attend all meetings with the employee pursuant to this.

d. If it is necessary to remove the employee from the workplace, they will be provided with transportation and escorted by a Leader or Safety Advisor or Security to the appropriate location, such as the collection site, hospital, or clinic, depending on the circumstances. The employee will then be transported to their residence or released into the care of a responsible adult.

At no time is the employee to operate equipment or perform any work duties until the matter has been fully resolved. The employee may be temporarily removed

from their duties or reassigned to alternate tasks, pending the outcome of any investigation.

1.2.2 Suspected Presence of Alcohol, Drugs or Drug Paraphernalia

a. The College reserves the right to investigate any situation where there are reasonable grounds to believe that alcohol, drugs, or drug paraphernalia are present on the College's property or equipment in violation of the Substance Use Policy.

b. Leaders are responsible for identifying situations that may warrant an investigation, based on a combination of indicators such as observed behaviour, odour, or the presence of alcohol, drugs, or drug paraphernalia.

c. Managers or supervisors are responsible for advising their leader of the situation. The leader, in consultation with People and Culture, will determine whether an investigation is warranted and, if so, how it will be initiated. If investigation is required, where applicable, a CUPE or KCFA representative will be notified and be available to attend all meetings with the employee pursuant to this.

1.3 Alcohol and Drug Testing

All Employees may be subject to Alcohol and Drug testing in the following situations:

a. When reasonable grounds exist to believe the employee may be under the influence while on duty.

b. Following a safety incident, which may include personal injury, injury to others, near misses, property damage, environmental impact, or any event requiring a formal incident report.

c. Return to duty after a cessation of work pursuant to this Procedure; and

d. Unannounced follow-up testing pursuant to this Procedure and documented in a Return to Work (aka Last Chance) Agreement as necessary,

1.4 Referral for Assessment

Following any confirmed positive alcohol or drug test, the employee may be referred by People and Culture to a Substance Abuse Professional for an assessment. Failure to attend the scheduled assessment or to cooperate with the Substance Abuse Professional constitutes a violation of this Procedure and the Substance Use Policy.

1.5 Aftercare

a. An employee who completes treatment, such as residential or outpatient treatment, for substance use issues as a result of a violation of the Substance Use Policy, a performance-related referral, or a request for assistance under this Procedure, may be

required to participate in an after-care program upon returning to work.

b. Employees referenced in section 1.2 may also be required to enter into an Employment Continuation Agreement.

1.6 Return to Work

As part of an employee's return to work, if a medical professional, Substance Abuse Professional, EFAP professional, other counselling professional, or People and Culture identifies a risk that may affect the employee from doing their job safely, appropriate work modifications may be implemented. Where applicable, a Union or Association representative will be consulted regarding this.

1.7 Conditions for Continued Employment

a. If the College determines that employment will continue following a violation of this Procedure, the employee, through consultation with a CUPE or KCFA representative where applicable, will be required to enter into an Return to Work (Last Chance) Agreement. This agreement may include one or more conditions deemed appropriate to the circumstances, including but not limited to:

   i. Temporary removal from their position;

   ii. Assessment by a Substance Abuse Professional to determine the need for a structured treatment program;

   iii. Adherence to any recommended treatment, monitoring, and aftercare program;

   iv. Successful completion of a return to duty Alcohol and Drug test;

   v. Ongoing, unannounced follow-up Alcohol and Drug testing for the duration of their Employment Continuation Agreement done confidentially through Health Services and a testing partner;

   vi. Adherence to any ongoing rehabilitation conditions or requirements; and

   vii. No further Procedure violations during the monitoring period.

b. Failure to meet any of the conditions set out in section 1.7 of this Procedure, including a second violation, may result in termination of employment in accordance with the Employment Continuation Agreement.

2. Loss of Driver's License

2.1 If an employee, in a position that requires the operation of equipment, machinery or requires use of a college vehicle to complete their job duties has been charged with or convicted of an Alcohol or Drug impaired driving-related offence or has received a temporary license suspension or fine as a result of impaired driving, the employee must advise their immediate reporting leader or one up leader prior to the commencement of their next work day.

2.2 Impaired driving includes, but is not restricted to, testing over the legal Blood Alcohol Concentration (BAC) in that jurisdiction, testing over the specified level of drug in the oral fluid or blood in that jurisdiction, driving while impaired, refusal to blow into a breathalyzer or to provide an oral fluid or blood sample, or refusal to provide a sample for testing.

2.3 An employee may not be able to operate equipment or machinery until the suspension is complete, the employee has no further restrictions on their driver's license, and the employee has been cleared to return to work by the College.

3. Social Situations

3.1 In the case of any College social event, appropriate regard will be taken for the safety and well-being of the individuals present and the public.

3.2 Responsible alcohol use may be permitted at College-sponsored social functions with appropriate prior approval.

3.3 Alternative transportation arrangements will be made available when possible for employees who may need a safe ride home.

3.4 Cannabis is prohibited at any College social function or in the course of conducting college business.

3.5 Consistent with the above, if alcohol is made available to College guests in the course of conducting college business (e.g., restaurant meetings), employees are expected to use reasonable judgment and be responsible in hosting others, and to remain in compliance with the Substance Use Policy and Procedure.

4. Confidentiality

4.1 Confidentiality will be maintained to the greatest extent possible in accordance with the provisions of the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

4.2 Limited disclosure may be necessary for the purposes of ensuring an employee's safe return to work, addressing any safety concerns, managing performance, facilitating accommodations, re-entry of work, and administration of benefits.

4.3 Appropriate information will only be disseminated on a "need to know" basis in compliance with relevant laws and College Policies.

B. DEFINITIONS

(1)	**Accommodation:**	means making adjustments or alternative arrangements in the workplace to eliminate a discriminatory effect upon an employee or student with a documented disability.
(2)	**Alcohol:**	means beer, wine, and distilled spirits, and includes the intoxicating agent found in medicines and other products.
(3)	**BAC:**	means blood alcohol concentration.
(4)	**College:**	means Keyano College.
(5)	**College Business:**	means all business activities undertaken by employees in the course of their employment with the College, regardless of where the activities are conducted.
(6)	**College Community:**	means students, employees, volunteers, consultants, service and supply contractors and their employees while they are engaged in activities related to the College.
(7)	**College Property:**	Means (but is not restricted to), all land, facilities, operations, equipment, work premises, worksites, and any other location used for the purpose of performing college business, including, but not limited to, worksites owned, leased, or otherwise controlled by the College.
(8)	**Drug:**	means any substance, including cannabis in any form, and medications, the use of which has the potential to change or adversely affect judgment, alertness, perception, balance, condition, or motor skills.
(9)	**Drug Paraphernalia:**	means any equipment, product, or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing, or introducing alcohol or a drug into the human body, and includes any product or device that may be used to attempt to mask, tamper with, or adulterate an alcohol and drug testing sample.
(10)	**EFAP:**	means the Employee and Family Assistance Program, a College-sponsored benefit that provides confidential, professional counselling and advisory services for Employees and immediate family members.
(11)	**Employee:**	means individuals engaged to perform a service at Keyano College in accordance with existing terms and conditions of employment, employment contracts or collective agreements.
(12)	**Employee Continuation Agreement:**	means a written agreement, which outlines the conditions governing an employee's return to work and the consequences for failing to meet those conditions.

(13)	**Equipment:**	means all vehicles, machinery, and equipment, which are owned, leased, or otherwise controlled by the College, and includes Keyano-provided transportation.
(14)	**Fit for Duty:**	means that employees must be able to safely perform assigned duties and responsibilities without any impairment due to the influence of, or aftereffects, of any substance as defined in the policy, that may hinder performance or compromise the safety of the employee, learners or others within the context of the job duties or participation in Keyano College sponsored learning programs or events.
(15)	**Leader:**	means an employee with supervisory responsibility who is directly accountable and responsible for a particular work area or department of employees.
(16)	**Medical Cannabis:**	means cannabis that is authorized for use by physicians for medical purposes and includes cannabidiols.
(17)	**Medication:**	means a legally obtained drug, either: a. over-the-counter, b. by the employee through a valid doctor's prescription, or c. through a Health Canada authorization
(18)	**Policy:**	Means the Substance Use Policy
(19)	**Reasonable Grounds:**	Means but is not limited to the following: a. observed use of a substance as defined in this policy; b. smell of alcohol; c. smell of cannabis; d. slurred speech pattern; e. tremors or unsteadiness in walking/standing; f. repeated errors or other unexplained changes in job performance and/or behaviours (e.g. absenteeism, lateness); g. disoriented behaviour or drowsiness; h. erratic or unusual behaviour; i. unsafe or careless conduct; and possession of alcohol or drugs on college premises.
(20)	**Substance:**	means any drug (legal or illegal), alcohol, cannabis (including medicinal) and medications (For the purpose of this policy).
(21)	**Substance Abuse Assessment:**	means an assessment conducted by a Substance Abuse Professional to determine whether an Employee has a substance dependence disorder.
(22)	**Substance Abuse Professional:**	means a substance abuse professional with knowledge of and clinical experience in the diagnosis and treatment of Alcohol and Drug related issues.

(23)	**Testing:**	means a process for determining potential impairment where there are reasonable grounds. A test that examines a person's blood, urine, saliva, or other sample to determine the presence of impairing substances in the body.

C. RELATED LEGISLATION

- *Access to Information Act*
- *Cannabis Act*
- *Gaming, Liquor and Cannabis Act*
- *Occupational Health and Safety Act*
- *Protection of Privacy Act*
- *RMWB Smoking and Vaping Bylaw No. 18/022*

D. RELATED DOCUMENTS

- CUPE Local 2157 Collective Agreement
- KCFA Collective Agreement

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/17/2018	New Procedure.		HR Coordinator	Executive Director, Human Resources
04/13/2021	Conversion into new template.	All	HR Coordinator	Executive Director, Human Resources
11/27/2025	Full revision of the Procedure, reformatting. New effective date to be set.	All	Manager, People & Culture	Director, People & Culture