

**Drug, Alcohol & Substance Misuse**

<b>Executive Responsible:</b>	Vice President, Human Resources
<b>Applies to:</b>	All Manitoba Liquor & Lotteries Employees
<b>Policy Number:</b>	HRD-005

**PURPOSE**

To establish Manitoba Liquor & Lotteries' position on the misuse of drugs, alcohol and other substances.

**STATEMENTS**

1. The organization recognizes that the misuse of drugs, alcohol and other substances can have a disabling effect on an employee's ability to perform their job and can create a potentially unsafe and/or hazardous situation for all employees, customers and patrons.
2. We have an obligation to provide safe, reliable and efficient service to our customers and guests, as well as a safe and healthy work environment for our employees.
3. Employees are not permitted to be under the influence of alcohol, drugs or other substances for recreational use while present at work.
4. This does not prohibit employees from consuming products related to specific requirements of the job.
5. **Assistance and Accommodation**
  - 5.1 Reasonable assistance will be provided to employees who request assistance, and may include support through the *Employee Assistance Program*.
  - 5.2 Reasonable accommodation will be provided to employees with drug, alcohol, and other substance dependence provided that:
    - The employee's condition is supported by a qualified assessment.
    - The employee is willing to commit to both treatment and to an accommodation plan.
6. **Safety and Work Performance**
  - 6.1 The corporation will not tolerate the misuse of drugs, alcohol or other substances while on duty, on company property, or prior to attending work if that use affects the employee's safety or performance at work. This includes all paid breaks and unpaid meal periods.



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- 6.2** It is the responsibility of every employee to report for work, and remain throughout their time at work in a fit and safe condition to undertake their duties and ensure that their work performance and judgement are not impaired by the effects of drugs, alcohol or other substances. This includes ensuring that there has been sufficient time for alcohol/drugs consumed prior to attending work (for example the previous evening) to not affect safety or performance when reporting for work.
- 6.3** If a person in a supervisory position concludes that an employee may be incapable of performing their job duties as a result of the misuse of drugs, alcohol or other substances, the employee will be sent home without pay for the remainder of their shift. Manitoba Liquor & Lotteries will arrange for transportation to the employee's residence, or an appropriate medical facility if deemed appropriate, in order to minimize risk to the employee or the public.
- 6.4** An employee who is taking legal medication that may affect judgment, coordination or perception so as to adversely affect the ability to perform work in a safe and productive manner, must notify their supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied.
- 6.5** Employees who are required to represent Manitoba Liquor & Lotteries at events where legal product, that may impair judgement, is served must comply with the *Code of Conduct*.

### 7. Disciplinary Action

- 7.1** Disciplinary action for the intentional or repeated misuse of drugs, alcohol and other substances may be taken up to and including dismissal.

### DEFINITIONS

**Drugs** – Includes any controlled substances, unless prescribed by a duly qualified medical practitioner. Prescription drugs must be specifically used in the manner for which they were prescribed.

**Other Substances** – Any products, other than drugs or alcohol, used for their mood-altering effects.

**Present at work** – Includes time during which the employee is being paid to work and/or represent Manitoba Liquor & Lotteries. This includes all paid breaks and unpaid meal periods.

**Substance Misuse** – Use of drugs, alcohol or other substances, either continuously or intermittently in amounts or methods neither approved nor supervised by medical professionals, which may affect an individual's health, work capability, conduct or affects the work performance and the welfare of themselves or others.

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**REFERENCE**

Manitoba Human Rights Code  
Employee Assistance Program  
Code of Conduct  
Collective Agreements

**APPROVED**

*Original Signed by Peter Hak*

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President & CEO

February 28, 2019

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Date