

Drug & Alcohol Policy

Effective Date: November, 2018
Review Date: October, 2020
Approving Body: President and Vice

Supervisor, for staff members and student employees,

- Providing a list of community resources and EFAP contact information.
- Monitoring and evaluating the Policy.

5.0 Confidentiality

An employer who collects, maintains, or uses personal health information is required to protect the confidentiality of that information, unless limited disclosure is necessary to address related health and safety concerns.

Documented health information is entrusted to the Human Resources Department for safeguarding and protection of confidentiality.

Employees who have substance dependence are strongly encouraged to seek assistance through

- The University will educate and inform employees with respect to Fitness for Work, the existence and effect of this Policy, and the availability of and the process for accessing the confidential EFAP.

7.0 Procedures

8.0 Accommodation

Nothing in this Policy is meant to detract from St. Thomas University's duty to accommodate a known disability to the point of undue hardship, and/or a person's rights under the *Human Rights Act*. As such, this factor shall be considered in the individualized management of any disclosed drug or alcohol dependency and any decision related to the discipline of an Employee.

An Employee who requires accommodation has a responsibility to communicate their need for accommodation and any medical restrictions or limitations to St. Thomas University in sufficient detail to indicate the type and duration of accommodation required and to cooperate in St. Thomas University's efforts to respond to the request.

9.0 Consequences of a Policy Violation

If an Employee violates the provisions of this Policy or does not meet St. Thomas University's satisfactory standards of work performance as a result of alcohol or drug use, appropriate disciplinary action will be taken in accordance with the relevant collective agreement.

No Employee will be disciplined for voluntarily disclosing to St. Thomas University that they have an alcohol or drug dependency or emerging alcohol or drug problem and seeking help in