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Community Government Name

Section/Number: Human Resources – 019	Approval Date: (DD/MM/YY)
Subject: Prohibited Use of Drugs and Alcohol	Amendment Dates:
Policy The Community Government does not permit the use of alcohol or non-prescribed drugs during working hours and will take appropriate action if performance is impaired by the use of alcohol and/or drugs outside of the workplace.	
Definitions Non-prescribed drugs include any drug that is not specifically prescribed by an authorized medical practitioner.	
Guidelines <ol style="list-style-type: none">1. Employees who are proven to have used alcohol or non-prescription drugs during working hours will be subject to Corrective Action up to and including dismissal (see Policy HR – 0XX – Termination of Employment).2. Employees whose performance is affected by the use of alcohol or drugs outside of the workplace will be subject to Corrective Action up to and including dismissal.3. Employees may be given the opportunity to enter an in-patient alcohol and drug treatment program either through the use of annual leave, time-in-lieu and/or leave without pay.4. Employees who complete an in-patient alcohol and drug treatment program and remain alcohol and drug free for a period of thirty (30) days following the program will be eligible to return to work and/or for rehire.	
Attachments	
N/A	
References Policy HR – 024 Termination of Employment	

Commented [s1]: Do we want to specify under what conditions, frequency etc.

Commented [s2]: Right for testing – should be a condition of return

Commented [PR3]: Legislation?