

SUBSTANCE ABUSE POLICY - Staff

PREAMBLE

Maria Montessori Academy is committed to the health and safety of its employees and students. The School recognizes that the use of drugs or alcohol, the use of certain medication, and impairment can have serious effects on school employees, students, the learning and work environment. Accordingly, the School is committed to preventing substance use and impairment in the workplace and during an employee's working hours.

POLICY

Maria Montessori prohibits employees from possessing, manufacturing, offering for sale, selling, distributing, consuming or using drugs or alcohol during school hours, whether on or off school property. Tobacco and vapour products usage are not allowed on school property as well.

Employees are responsible for their consumption or use of legal substances (including medications, cannabis or alcohol) preceding a work shift and *must* allow sufficient time for a legal substance consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. The School prohibits employees from consuming or using drugs or alcohol whether on or off duty in circumstances, or at a time, such that the employee is impaired by drugs or alcohol during their working hours. Employees are expected to arrive to work fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain unimpaired at all time during working hours (including outdoor education activities).

Any employee breaching this policy will be subject to discipline up to and including termination of employment.

ADMINISTRATIVE PROCEDURES

A. Responsibilities

1. Employees must abide by the provisions of this policy and be aware of their responsibilities under it.

2. If an employee becomes aware of conduct contrary to this policy by another person (including another employee) that endanger the person, a student, or anyone else, the employee must immediately inform the School Administrators.

3. The School Administration must not knowingly permit an employee to remain at the workplace if he/she has reasonable cause to believe that the employee's work performance may be affected by the use of drugs or alcohol or that the employee is impaired for any reason.

4. If the School Administration has reasonable cause to believe that an employee's work performance may be affected by the use of drugs or alcohol, or that the employee is impaired for any reason, the School Administration must immediately remove the

employee from the performance of their duties and document the circumstances, observations, and details forming the basis of the Administrator's belief. The School Administration must inform the Board chair as soon as possible.

5. The School may employ drug and alcohol testing in some circumstances. A positive test for the presence of drugs or alcohol in the employee's body may result in discipline up to and including termination. If an employee refuses to cooperate in any aspect of the testing process, the employee will be deemed to have registered a positive result under this policy and will be subject to discipline up to and including termination.

6. The employee, who has been terminated or suspended from work, may appeal the decision to the Board at a special Closed Board meeting.

B. Medication

When a staff member is required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician's directions at a time, whether on or off of school property, that could cause them to be impaired during school hours, the staff member is required to adhere to the following:

- Notify the school principal, prior to the staff member using the medication at the school, to permit a determination of whether the use of that medication can be accommodated,
- And the staff member must provide medical confirmation authorizing the his/her use of the medication in order for the school to consider a request for accommodation.

If the staff uses medication in breach of this policy, without the staff member first disclosing his or her need to use such medication to the principal, the staff member will be subject to discipline as outline below.

C. Discipline

In discussion with the Board Chair, the School Administration may suspend without pay or terminate the employee, if in breach of the above policy. **Trafficking is an automatic termination from employment.**

Suspension (without pay) from employment will result in appearance in front of the Board of Directors to determine if the employee is fit to continue or resume employment. Employees, during the suspension, are to take part in Drug and Alcohol Counselling at their own expense and must show proof of this at the hearing of the Board.