

**POLICY ON ALCOHOL,  
DRUGS AND MEDICATIONS**

<b>Department responsible :</b> Human Resources	<b>Approved by :</b>  _____ Director general
<b>Effective date :</b> June 5, 2019	<b>Amended :</b>
<b>References :</b> Policy CC 2018/2019-65	

**1. PREAMBLE**

1.1 [subject](#) The mission of Kativik Ilisarniliriniq (KI) is one of the most important public missions in Nunavik; it includes organizing the educational services provided for by the Education Act for Cree, Inuit and Naskapi Native Persons, and ensuring the quality of these services, so as to contribute to student success.

As part of this mission, KI would like to provide a healthy and safe environment for students, employees and communities conducive to providing the best educational services.

Furthermore, as an employer, KI must take the necessary measures to protect the health, safety and integrity of its employees. In return, every employee also has an obligation to take the necessary measures to protect his or her health, safety and integrity and to ensure that he or she does not endanger the health, safety and integrity of others in the workplace, in particular in accordance with the legislation regulating occupational health and safety.

However, the use of alcohol or drugs and the inappropriate use of prescription or over-the-counter medications can impair an employee and, consequently, have serious consequences on others, in addition to having a negative affect on KI's image and reputation.

Given that such use is likely to compromise its mission, KI believes that is essential to adopt the present policy which also applies to third parties present in its schools (volunteers, parents, suppliers, or consultants working at KI). This policy contains the applicable rules regarding the prohibition on being under the influence, consuming, possessing, distributing, offering or trading alcohol or drugs or misusing medication in the workplace and any place where activities are carried out on behalf



of KI. This policy also aims to ensure clear understanding, the dissemination of its principles and the uniform implementation of its provisions.

1.2 [objectives](#) The objectives of this policy include the following :

- To eliminate the risks associated with alcohol or drug use and inappropriate use of medications in order to ensure the health and safety of employees, students and third parties and to ensure the quality of services;
- To state the applicable rules of conduct concerning the use of alcohol or drugs and the use of medications in the workplace and to inform employees, students and the public of the consequences resulting from a violation of this policy.

## 2. SCOPE AND DEFINITIONS

2.1 [application](#) This policy applies to all KI employees, as well as to any parent, intervener, volunteer, supplier of goods or services, subcontractor, or consultant working for KI.

2.2 [definitions](#) Under this policy, unless otherwise stated, the following words mean :

- a) **Alcohol:** any beverage that has an alcoholic content;
- b) **Drug:** any substance<sup>1</sup>, including cannabis, despite its legalization, the use of which may alter patterns of thought, perception or behavior, thereby diminishing an individual's ability. Any misuse of medications, whether prescribed or not, is therefore considered to be a drug within the meaning of this policy;
- c) **Employee:** any person employed by KI, regardless of his or her status;
- d) **Medication:** any substance or combination of substances presented as having curative or preventive properties; no distinction shall be made here between prescription or over-the-counter medications;
- e) **Work environment or workplace:** any place (building, facility, land, vehicles, etc.) where professional activities are carried out on behalf of KI;

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<sup>1</sup> Or taken in any form (inhaling, vaping, etc.)



- f) **Third party:** any parent, intervener, volunteer, supplier of goods or services, subcontractor or consultant working for KI and present in the work environment.

### 3. LEGAL FRAMEWORK

3.1 [purpose](#) This policy is inspired among other by the legislation and the provisions contained in the following documents :

- *Charter of Human Rights and Freedoms*, CQLR, c. C-12;
- *Education Act for Cree, Inuit and Naskapi Native Persons*, CQLR, c. I- 14 and its regulations;
- *Act respecting occupational health and safety*, CQLR, c. S-2.1 and its regulations;
- The Cannabis Regulation Act CQLR, c. C-5.3;
- Cannabis Act, S.C. 2018, c. 16;
- *Civil Code of Quebec*, C.c.Q., 1991, c. 64;
- *Criminal Code*, R.S.C., 1985, c. C-46 and its regulations;
- *Controlled Drugs and Substances Act*, SC 1996, c 19 and its regulations.

### 4. GUIDELINES

4.1 [purpose](#) KI respects the privacy of its employees, but is also concerned about their health, safety and integrity. As such, it expects each employee to be able to perform, at all times and in a safe manner, their normal and regular work performance.

KI adopts the following guidelines regarding alcohol or drugs or the inappropriate use of medications while the employee is on duty or at the workplace. Consequently, all employees are prohibited from:

- a) being under the influence of alcohol or drugs or their residual effects and misusing medications;
- b) possessing, consuming, distributing, manufacturing, offering, selling, exchanging or otherwise using alcohol or drugs in any form or manner;



- c) possessing a prescription drug without an authorized prescription, inadequately using a medication, distributing, manufacturing, offering, selling or exchanging a medication, in any form or manner; this prohibition does not apply to the intake and possession of a medication for personal use, as long as the employee uses it properly;
- d) Using the cargo transportation paid for or reimbursed by KI for contraband or trafficking of alcohol, drugs or medication.

- 4.2 [prohibited areas](#) The Cannabis Regulation Act specifically provides that no person shall possess cannabis on the land, premises or buildings made available to an educational institution that provides, as the case may be, preschool, primary or secondary education services, vocational training services or adult general education services.
- 4.3 [reasonable grounds](#) Any employee who KI has reasonable grounds to believe is under the influence of alcohol or drugs or has misused medication will be immediately removed from duty.
- 4.4 [drug use](#) Employees must use medication responsibly whether it was obtained by prescription or over the counter; therefore, employees must consult a health professional to determine if the medication he or she is taking is likely to affect his or her work performance and immediately notify KI if this is the case.
- Also, any employee who consumes a medication must, at KI's request, provide a document duly completed by his or her attending physician attesting that this medication is not likely to affect his or her work performance and KI reserves the right to obtain the opinion of an expert in this regard.
- 4.5 [report](#) Whenever possible, any employee who notices that a co-worker or any other person is showing signs of intoxication while on the job shall report it to a KI manager.
- 4.6 [application](#) The aforementioned obligations apply to any third party at the workplace with the necessary adaptations carried out.



## 5. SCREENING

- 5.1 [grounds](#) If KI has reasonable grounds to believe that an employee has used or is under the influence of alcohol or drugs or has misused medications, the employee may be immediately required to submit to a screening test, subject to any other administrative measures that may be taken such as removal from the workplace, etc.
- 5.2 [incident](#) KI may also ask an employee to undergo a screening test in the following cases:
- a) when the employee has been involved in an incident or accident and there are reasonable grounds to believe that the use of alcohol or drugs or the inappropriate use of medication may have contributed to or caused the event.
  - b) before and/or after the employee's return to work, when the employee has been absent due to a problem related to alcohol or drug use or the inappropriate use of medication, in order to ensure that the employee is fit to return to work.
- 5.3 [cooperation](#) Failure by an employee to cooperate in a screening test, whether by a refusal, late consent or any other attempt to influence the results of such a test, constitutes a breach of this policy.

## 6. NON-COMPLIANCE WITH THE POLICY

- 6.1 [disciplinary action](#) In the event of a violation of this policy, KI may impose any measure it deems appropriate, up to and including dismissal, in accordance with the provisions of the applicable collective agreements and other terms and conditions of employment.
- 6.2 [grounds for dismissal](#) Any employee who does not take steps to resolve his or her drug or alcohol problem or who does not cooperate under this policy may be subject to disciplinary action up to and including dismissal.
- The distribution, illegal sale and trafficking of drugs and alcohol are grounds for immediate dismissal. Those at fault will be reported to the police authorities.



- 6.3 [third parties](#) Any violation of this policy by a volunteer or parent may result in expulsion or denial of access to the school, training centre, etc.; for the consultant, supplier of goods or services or subcontractor, any violation could result in the withdrawal of the employee concerned from this company and, where applicable, the suspension, termination or cancellation of the service contract.

## 7. PREVENTION AND REHABILITATION

- 7.1 [prevention and rehabilitation](#) KI promotes a preventive approach to alcohol or drug use or inappropriate use of medications by its employees and provides them with support. KI recognizes that dependence on alcohol, drugs or medication is a disease that can be successfully treated.
- KI strongly encourages employees with such problems to consult the available resources in order to obtain the necessary support for their condition.

## 8. RESPONSIBILITIES

- 8.1 [employee](#) The employee must read and comply with this policy. He or she must also comply with the laws and regulations in force regarding alcohol, drugs and medications when on duty or at the workplace.
- The employee must also cooperate in the application of this policy and, in particular, notify a KI manager as soon as he or she becomes aware of a violation of this policy.
- 8.2 [manager](#) This policy is rigorously administered and applied by all KI managers.
- Managers must be familiar with, understand, disseminate and apply this policy and any related documents to ensure that any employee is able to perform his or her normal and regular work without risk to his or her health, safety, integrity and those of others.
- Managers who have a reasonable doubt that an employee is under the influence of alcohol or drugs or has misused medications must take appropriate measures, depending on the situation, in collaboration with the Human Resources Department.
- Any breach of this policy by an employee must be reported promptly and in writing to the Human Resources Department.



- 8.3 [HR](#) The Human Resources Department is responsible for the following:
- a) updating and disseminating this policy and any other related documentation;
  - b) organizing relevant training activities for managers and employees;
  - c) supporting and advising the manager in the understanding, dissemination and application of this policy;
  - d) recommending to the appropriate decision-making body, in consultation with the offending employee's immediate supervisor, the appropriate action to be imposed.

## 9. IMPLEMENTATION OF THIS POLICY

- 9.1 [previous provisions](#) This policy replaces all other directives of KI concerning the same subject, while respecting the policies adopted by the Council of Commissioners, as the case may be. If such policies are adopted, the provisions of these policies will be incorporated into this policy for the benefit of the reader.

## 10. AVAILABILITY OF THE POLICY

- 10.1 [availability](#) This policy is distributed to all managers and employees and is posted in clearly marked areas in all buildings. The Policy can also be consulted at any time on the KI's website.

