



**TOWN OF FARO**

**ALCOHOL & DRUG USE POLICY - #2017-01**

**Purpose:**

TO provide a policy outlining the zero tolerance towards alcohol and drug use before and/or during working hours.

TO ensure a safe workplace for all employees by eliminating the risks associated with alcohol & drug use while working.

**General:**

It is widely known that the inappropriate use of alcohol and drugs (both prescription and non-prescription) has serious adverse effects on a person's health, safety and job performance.

Every person has the right to a safe workplace and we are committed to ensuring that no workers create a risk for themselves, others, or property through the use of alcohol and/or drugs.

The Town of Faro is committed to providing assistance to employees in obtaining confidential assessments, counselling, referrals and rehabilitation services; and to actively support ongoing efforts of employees requiring assistance.

**Policy:**

No worker shall possess, consume, transport or use any alcohol, illegal, or regulated drugs on or in any company workplace, vehicle or building.

No worker shall report to work or be at work under the influence of alcohol or drugs that will impair their ability to work safely. No worker shall misuse prescription or non-prescription drugs before or during working hours. If a worker is taking prescription drugs where there is a potential for unsafe side effects, they are obligated to report it to their supervisor.

No worker shall use or consume any alcohol, illegal or regulated drugs, including marijuana, up to 8 hours before beginning their work shift, or for the duration of their shift.

Any employee found in violation of this policy will be immediately sent home without pay. Further remedial or disciplinary action, which could include termination of employment with cause, will be discussed between the employee and the department manager or CAO within 3 working days of the incident.

May 23, 2017


**Council Approval**

May 23, 2017

**Date Approved**

May 31, 2017

**Effective Date**

  
**John Bowers, Mayor**

  
**Ian Dunlop, CAO**