



POLICY: MITT Drug & Alcohol Policy - Employees		POLICY NUMBER: PS-1-5
		PREVIOUS/REPLACES: MITT Drug & Alcohol Policy - Employees Substance Abuse Policy, 2009
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: October 9, 2018	PRIOR VERSIONS: October 2, 2015 June 9, 2009

1. Policy Statement:

The purpose of this policy is to outline under what circumstances alcohol may be permitted on the premises of the Manitoba Institute of Trades and Technology (to be referred to as MITT), and to define MITT’s position regarding drugs (including cannabis products) and alcohol for employees, Governing Board Members, contactors, and volunteers.

Distributing, consuming, or found to be under the influence of illicit drugs, alcohol, or cannabis products while on MITT property is strictly forbidden. Possession of any such products will be handled in accordance with provincial and federal laws. This applies to all employees, Governing Board Members, contractors, and volunteers, except as detailed in section 3.4 of this policy.

MITT recognizes that drug and alcohol use is a complex issue which can have serious negative effects on the performance of employees, on their health and in their personal lives. While MITT aims to be supportive of personal issues which may contribute to drug or alcohol abuse, MITT must ensure at all times the safety of staff and students. MITT also has a responsibility to ensure there are no illegal or potentially damaging behaviors taking place on-campus, or anytime employees are representing MITT.

Note re: Recreational Cannabis Legalization (October 17, 2018)

The legal use and possession of **recreational** cannabis products is viewed by MITT to fall in the same category as alcohol or other legal intoxicants. Distributing, consuming, or being under the influence of cannabis products while on MITT property or while representing MITT is strictly forbidden. Possession of recreational cannabis will be handled in accordance with provincial and federal laws.

Employees/Governing Board Members/contractors/volunteers requiring to use **medical** cannabis or any other prescription drug that impairs cognitive functions while on MITT property or representing MITT off campus, will be assessed on a case-by-case basis.



2. Scope:

This policy applies to all MITT employees, Governing Board Members, volunteers, and all other persons who provide goods, services or facilities on behalf of MITT (contractors) while on MITT property or off-site when representing MITT.

A separate policy (MITT Drug & Alcohol Policy – Students) applies to all students.

3. Procedure:

3.1 Operational Procedures

MITT will not allow any substance abuse on its premises. Any employee/Governing Board Member/contractor/volunteer reporting for work under the influence of drugs, alcohol, or cannabis products will be required to leave immediately. The individual will first be given an opportunity to explain if there are any medical or extenuating circumstances. Transportation will be arranged to ensure they arrive home safely. If the manager or any other MITT employee requires support when dealing with such a situation, they may contact the People Services Department (PS) to help mediate the situation. If the individual refuses to leave, MITT may engage the police.

Employees will be advised of the Employee Assistance Program.

MITT will ensure that any employee who asks for help due to a drug or alcohol dependence will not be disciplined for doing so.

An employee may take a leave of absence to seek assessment and treatment for a drug and or alcohol dependency. Any treatment plan will be tailored based on an individualized assessment of the affected employee. The employee will be allowed to return to work upon rehabilitation.

Disciplinary action up to and including termination may occur if an employee reports to work under the influence of drugs, alcohol, or cannabis products and will depend on whether it was an isolated incident or whether the employee is a repeat offender.

3.2 Reporting Inappropriate Drug and/or Alcohol Possession, Distribution, or Consumption

If an individual at MITT observes inappropriate or illegal use of drugs, alcohol, or cannabis products and wishes to make a report, the disclosure should be brought forward to either management or the PS Department. The manager must inform the PS department. The disclosure may be in writing or may be verbally brought forward.

The PS Department will begin an internal investigation process and if warranted may wish to retain external consultants to conduct the investigation. Results of the investigation may lead to disciplinary action up to and including termination of the employee/contractor/volunteer and may result in law enforcement agencies being contacted.



All disclosures will be treated as confidential in accordance with *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act* and will be protected to the fullest extent possible. Sharing information internally within MITT will be restricted to the fewest number of individuals as possible who have a need to know.

Any person who files a report under this policy, or cooperates in an investigation made under this policy and subsequently experience or believes that they have experienced a reprisal as a result of the disclosure should document the details and immediately inform the PS Department. All allegations of reprisal will be investigated and if justified appropriate corrective steps will be taken.

Any person found to have filed a report in bad faith or in breach of this policy and/or these procedures will be subject to appropriate disciplinary action and possible legal action.

3.3 Disclosure Procedures for use of Medical Cannabis or Other Prescription Drugs that Impact Cognitive Functions

If an employee/Governing Board Member/contractor/volunteer needs to use medical cannabis or other prescription drug that impacts cognitive abilities they are encouraged and expected to self-identify their needs to their manager, the PS Department, or the Chair of the Board if a Board Member with the understanding that MITT offers safe and confidential disclosure. The manager must inform the PS Department.

MITT shall provide reasonable accommodation to meet the needs of the individual and will consider all accommodation options which still maintain the required level of safety. Employees/Governing Board Members/contractors/volunteers are required to provide evidence to support the need for accommodation which will include a treatment plan designed for the individual with the participation of their medical professional/team which is reasonably acceptable to MITT. MITT may engage their own medical resources to evaluate such plans. However, if a required accommodation results in an unacceptable risk to the staff member/Governing Board Member/contractor/volunteer or other staff and students or creates undue hardship to MITT, the accommodation may not be possible.

3.4 Special Events

The service of alcoholic beverages on MITT property is permitted during authorized special events or meetings held by the Institute in designated rooms (see Attachment "A"). Permission must be given by the MITT President or designate. Any event or function where alcohol is to be served and students are to be present as guests or staff, must include appropriate supervision and security, and must follow all permit laws, rules, and regulations under the Liquor, Gaming and Cannabis Authority of Manitoba. Under no circumstances will a minor be served alcohol at an MITT event; this includes MITT students.



4. Administration:

The Associate Vice-President of Finance and Campus Services and the Director, People Services and Organizational Development are responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

Legislation:

The Age of Majority Act
The Cannabis Act (federal)
The Freedom of Information and Protection of Privacy Act
The Human Rights Code
The Liquor, Gaming and Cannabis Control Act
The Smoking and Vapour Products Control Act
The Personal Health Information Act
The Safe and Responsible Retailing of Cannabis Act
The Workplace Safety and Health Act

MITT Policies:

MITT Drug & Alcohol Policy – Students
Privacy and Access to Information Policy
Progressive Discipline Policy
Purchase & Reimbursement for Alcohol Purchases
Smoke Free and Vape Free Policy
Rental of MITT Facilities

7. Definitions:

Illicit drug: Any substance where it is illegal to possess or consume. This includes prescription drugs which are in the possession of, or being consumed by, someone other than the person to whom they were prescribed.

Minor: Defined to be a person under the age of 18. Anyone under the age of 19 is considered a minor on issues related to recreational cannabis products.



Reasonable Accommodation: An accommodation is reasonable when there is an adequate process used to decide on the type, degree and possibility of accommodation, and the effort and actions taken by the responsible party are sufficient.

Undue Hardship: Undue hardship is defined as more than minimal hardship and must be based on actual evidence of hardship and not merely assumptions or prejudices. Various factors are considered when assessing undue hardship including financial implications, health and safety risks, legitimate operational requirements, disruption to a collective agreement, and the potential of the accommodation to negatively impact morale. In addition, the Manitoba Human Rights Commission considers the nature, size and scope of a business or organization directly to what is reasonable accommodation in the circumstances.



Attachment "A"

Designated Rooms Where Alcohol May Be served

Room Numbers/Names	Capacity
120.3 (Delta X)	118 persons
120.1 (Delta Y)	96 persons
120.2 (Delta Z)	104 persons
Foyer	82 persons
151 (Demonstration Class)	80 persons
158 (Cafeteria)	180 persons
ELI Building (67 Scurfield):	
Student Lounge/Lunch Room	59 persons
Courtyard	59 persons
Room SC 101	24 persons
Room SC 112	21persons