

Number:	RHR-231
Title:	Ability to work
Person responsible for enforcement:	Vice rector, Administration
Entered into force:	May 15, 2024
Approved:	May 15, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective / Policy Statement

1.1 Saint Paul University (hereinafter referred to as "the University") considers it essential to provide all its employees with a healthy, safe and efficient work environment. Furthermore, as an employer, the University recognizes its obligation to take the necessary measures to protect the health of its employees and ensure their safety and physical integrity.

1.2 The University recognizes that the use of drugs, including prescription medications, and the consumption of alcohol can have serious negative effects on health, safety and work performance. The University is therefore committed to promoting and maintaining a work environment free from the undesirable consequences of drugs, alcohol and medication.

1.3 The purpose of this policy is to specify the standards and expectations related to the use of alcohol, drugs or medication, before or during working hours, that could interfere with an employee's ability to perform their duties responsibly.

2. Application

The present regulation applies to all members of the University's personnel, i.e., any person employed by the University and/or receiving a salary or wage from the University. In addition, this regulation applies to students participating in research projects and to volunteers.

3. Definitions

For the purposes of this regulation:

Workplace: any space where work is performed, including times when employees represent the University at networking events, parties and conferences.

Drug: any legal or illegal drug that has an impact on an individual's faculties.

Medication: any drug obtained legally, over the counter or by prescription.

Substance that can impair judgment: any product used legally or illegally that causes a reduction in cognitive or physical abilities that negatively affects work performance.

Impaired faculties: an employee's ability diminished by the effects of drugs, alcohol or medication.



Supervisor: a person in charge of a workplace or who has authority over an employee.

4. Responsibilities

4.1 Senior executives, managers and directors are responsible for the application of these rules.

4.2 The Human Resources team is the point of contact for staff members requiring information and advice concerning these rules.

5. Regulations

5.1 The University expects all staff members and volunteers to report to their workstation in an appropriate condition and able to safely and acceptably perform their assigned duties throughout the workday or shift, without any restrictions related to the use or side effects of alcohol, drugs, over-the-counter or prescription medications*, or any other substances that may impair their judgment or performance.

**This regulation does not prohibit the legal use of prescription or over-the-counter drugs without a prescription.*

5.2 The University expects all staff and volunteers to take their medication responsibly, whether prescribed or over-the-counter. It is the employee's responsibility to check with their doctor or pharmacist if any medication may interfere with the safe performance of their duties or impair their faculties. All staff members and volunteers have an obligation to inform their supervisor if they are taking prescription medication(s) that impair their judgment, affect their performance or compromise their safety.

5.3 No staff member or volunteer may work while impaired by, among other things, the side effects of certain substances, non-prescription drugs, prescription drugs or alcohol. If there are sufficient grounds, the University may carry out a drug test.

5.4 All staff members and volunteers are prohibited from using illegal or legal drugs (e.g. cannabis) that impair their faculties, or excessive alcohol in the workplace or during authorized breaks.

5.5 All employees and volunteers are prohibited from manufacturing, distributing, sharing, purchasing, advertising, offering to sell, transferring, possessing or consuming illegal drugs, marijuana, drug paraphernalia or alcohol in the workplace, except at institutional events where responsibility is assumed by the caterer.

5.6 Where there is reasonable cause to believe that a staff member is unfit for work or is likely to jeopardize their health and safety or that of other staff members, staff members and volunteers must notify their supervisor.

5.7 In the event of unforeseeable circumstances where a member of staff required to provide services is under the influence of alcohol or other substances whose effects are likely to impair their faculties or affect the safety of operations or individuals, it is the responsibility of that member of staff to inform the supervisor that they are unable to accept the task assigned to them.

5.8 The University understands that some individuals may develop a chemical dependency on certain substances and that this may be an illness. The University favors early detection of this disease and encourages employees with an alcohol or drug dependency to undergo medical treatment in order to recover. The University therefore wishes to accompany any staff member experiencing difficulties related to the use of drugs, alcohol and, where appropriate, medication, and refer them to specialized resources for assessment and, where necessary, treatment and rehabilitation. Staff members who have a substance



dependency are strongly encouraged to discuss it with the Human Resources Department.

5.9 Violation of this regulation may result in disciplinary action, including suspension and dismissal from the University. It is understood that any disciplinary action must be taken in accordance with the provisions of the collective agreement in force and the University's regulations and procedures.

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