

## Drug and Alcohol Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

To ensure and maintain a safe and productive work environment for all employees, students, and members of the community by preventing impairment and accidents or other dangerous incidents that may result from drug or alcohol use.

<b>Sponsor:</b>	Health and Safety
<b>Policy Owner:</b>	Board of Governors
<b>Policy Administrator:</b>	Executive Director, Human Resources and Health & Safety
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	April 16, 2025
<b>Effective Date:</b>	April 16, 2025

<b>Objective:</b>	Northern Lakes College has a strong commitment to the health, safety, and welfare of its employees, students, and community. The inappropriate use of drugs and alcohol can have serious adverse effects on the safety, productivity, and well-being of employees, students, and the public. The College urges staff and students to exercise responsibility for the appropriate use of medication and/or alcohol at the workplace.
<b>Guidelines:</b>	Northern Lakes College expects that employees and students behave in an appropriate manner and perform their duties responsibly at all times. To reduce the risk and severity of incidents (safety, health, environmental, and operational) in which drugs and/or alcohol use may be a contributing factor, Northern Lakes College prohibits the use of recreational drugs and alcohol at the workplace, when conducting official work activities.
<b>Definitions:</b>	<p><b>Alcohol.</b> is a substance that can decrease an individual's physical, and cognitive abilities.</p> <p><b>College Activities</b> includes any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a College official, including, but not limited to, online environments.</p> <p><b>College Workplace</b> includes all facilities, land, buildings, equipment, containers, and vehicles, whether owned, leased, or used by the college, wherever it may be located.</p> <p><b>Drugs</b> are any drug, substance, chemical, or agent, the use or possession of which:</p> <ul style="list-style-type: none"> <li>• is unlawful in Canada,</li> <li>• requires a personal prescription from a licensed treating physician,</li> <li>• can cause impairment, or</li> <li>• is non-prescription medication lawfully sold in Canada.</li> </ul>

	<p><b>Medication</b> means a Drug obtained over the counter, by the Employee through a physician's prescription in the Employee's name, or through a Health Canada authorization. Employees will ensure that the consumption of Medication will not result in impairment whether that manifests as fatigue, drowsiness or loss of, deterioration or Impairment of mental capacity. Medication includes Cannabis for which a medical certificate has been obtained authorizing use to treat a disorder or disability, or for any other medical purpose.</p> <p><b>Recreational Drug/Alcohol Use</b> are substances consumed that may impair your judgement, which is not intended to alleviate a medical condition or a mental, physical or psychological condition.</p>
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<b>Related Northern Lakes College Documents:</b>	Finance – Travel Expense, Hospitality and Public Disclosure Policy Governance – Delegation of Authority – Human Resources Policy Governance – Health and Safety Policy Human Resources – Employee Code of Conduct Policy Student Services – Student Conduct Policy Academic – Student Field Trip Procedure External Relations – Convocation Procedure Facilities and Ancillary Services – Service of Alcohol on College Property Procedure Facilities and Ancillary Services – Use of College Facilities by External Users Procedure Health and Safety – Drug and Alcohol Procedure Governance – Delegation of Authority Matrix Human Resources – Field Trips, Retreats and Camps Regulation Human Resources – Retirement and Long Service Awards Recognition Regulation Collective Agreement Between The Board of Governors of The Northern Lakes College and The Alberta Union of Provincial Employees Collective Agreement Between The Faculty Association of Northern Lakes College and The Board of Governors of Northern Lakes College Terms and Condition of Employment for Excluded Staff Terms and Condition of Employment for Senior Management Terms and Condition of Employment for Senior Management – Reform of Agencies, Boards and Commissions Compensation Regulation Terms and Condition of Employment for Management Exempt Terms and Condition of Employment for Management Exempt – Reform of Agencies, Boards and Commissions Compensation Regulation
<b>Related External Information:</b>	N/A
<b>Stakeholders Consulted:</b>	Academic Council: May 9, 2018; Apr 1, 2025 Employee Management Advisory Committee: Oct 23, 2018; Jan 22, 2024 Policy Review Committee: Mar 13, 2018; Nov 13, 2018 (defunct) President's Advisory Team: Jan 8, 2025 Senior Leadership Team: Mar 6, 2018
<b>Next Review Date:</b>	April 15, 2030
<b>Revision History:</b>	May 12, 2005: New March 22, 2018 June 21, 2018 February 25, 2020: New template April 16, 2025: Revision to objective, definitions and addition of related documents