



Substance Use Policy

Last Updated: August 16, 2018

Date policy statement was approved by the Board of Directors: May 24, 2018

1. The policy statement

Canada Post has an obligation to protect the health and safety of its Employees and all individuals affected by our work. Employees of Canada Post must perform their work duties safely and without impact arising from Substance use or the after effects of Substance use that risk the health and safety of the Employee, other Employees or the public.

2. Definitions

2.1 Alcohol refers to a beverage that contains alcohol products, such as, beer, wine, malt liquor and distilled spirits.

2.2 Cannabis, for the purpose of this Policy, refers to any preparation derived from a cannabis plant that is psychoactive, but does not include medicinal cannabis which is obtained with a valid medical declaration or authorization. Cannabis is more specifically defined in the ***Cannabis Act***.

2.3 Drug refers to any substance that is not legally obtainable by the Employee (**e.g.**, a prescription drug without a valid prescription belonging to the Employee) or that is prohibited by law (**e.g.**, street drugs; drugs as outlined in the ***Controlled Drugs and Substances Act, etc.***).

2.4 Drug paraphernalia refers to any property which is associated with the use of any Drug or Cannabis.

2.5 Employee, for the purpose of this Policy, refers to any full-time or part-time employee, any temporary or term employee, any volunteer, student or intern worker.

2.6 Fit to work, for the purpose of this Policy, refers to an Employee being able to safely perform all assigned duties without any limitations resulting from impairment due to the use or after-effects of Drugs, Alcohol, Cannabis and/or Medication, including the failure to take prescribed Medications.

2.7 Medication refers to a medicinal substance obtained legally, either over-the-counter or through a valid prescription or declaration issued by a licenced health care practitioner, designed to remedy, control or prevent illness and disease, and includes medicinal cannabis.

2.8 Safety sensitive position refers to any position that if not performed in a safe manner, can cause injury to the Employee, others around them or the public, and/or damage to property.

2.9 Substance, for the purpose of this Policy, refers to anything that when consumed, may impair or diminish one's skills and abilities, including, Alcohol, Cannabis, Drugs and Medication.

3. Application

This Policy applies to all Employees:

- while engaged in Company business (including volunteer events); or
- during working hours; or
- on Company owned or leased property; or
- in a Company owned vehicle, including a vehicle rented for Company use.

It also applies at any time an Employee is wearing an issued Company uniform or clothing which identifies them as an Employee of the Company.

4. Roles and responsibilities

4.1 Employees

Under this Policy, Employees are responsible for:

- Performing their job in a safe manner and in all ways consistent with established Company rules, procedures, policies, practices and directives as given from time to time;
- Reporting and remaining Fit to Work;
- Immediately advising their Team Lead if they are unfit to work;
- Notifying their Team Lead if they believe another employee is not Fit to Work; and
- Not transferring any work responsibilities to any individual suspected to be unfit to work and promptly reporting their concerns to their Team Lead.

4.2 Team leads

Under this Policy, Team Leads will be responsible for:

- Ongoing performance management to ensure safe operations;
- Guiding Employees who seek assistance for problems that may affect their fitness to work to appropriate resources (**e.g.**, EAP);
- Responding appropriately when an Employee advises that he or she is, or may be, unfit to work;
- Responding appropriately when an Employee advises that they believe another Employee is not Fit to Work; and
- Taking immediate steps to investigate any possible violation of this Policy, including any situation where off-duty conduct involving Alcohol, Cannabis or Drugs may have negative implications for the Company.

5. Expectations

To help ensure that Employees are Fit to Work and remain Fit to Work, Employees are

expected to comply with the following:

- Employees are prohibited from using, possessing, distributing or offering for sale, Drugs, Alcohol, Cannabis or Drug Paraphernalia;
- Employees are expected to responsibly use prescription and over-the-counter Medications. Employees are prohibited from intentional misuse of Medications;
- Employees are expected to investigate (through the doctor and pharmacist and/or dispensary issuing and filling the Medication) whether the Medication may affect fitness to work;
- Employees occupying a Safety Sensitive Position are prohibited from consuming any Substance that may affect their fitness to work;
- Employees occupying a Safety Sensitive Position are expected to report to their Team Lead:
 - If they consume, have consumed, or anticipate consuming, any Substance that may affect their fitness to work; and
 - Any condition that may affect their fitness to work, including but not limited to, a Substance dependency or addiction. In the event that the Employee fails to disclose a Substance dependency or addiction prior to being involved in an incident or accident that affects the health or safety of the Employee, other Employees, or the general public, and/or causes damage to property, the Employee will be deemed to have breached this Policy; and
- Employees not occupying a Safety Sensitive Position are encouraged to report the use of any Medication that may affect their fitness to work to their Team Lead.

6. Assistance

Employees who request assistance with any issue that impacts safety or their ability to be Fit to Work will be referred to EAP or other appropriate resources.

7. Confidentiality

Those in receipt of an Employee's personal information will maintain confidentiality and will not disclose personal information without the consent of the Employee, except where such disclosure is permitted under the ***Privacy Act and Canada Post's Employee Privacy Policy***.

Employees who act in good faith will not be subjected to any form of reprisal as a result of notifying their Team Lead if they believe another employee is not Fit to Work.

8. Consequences of a policy breach

Breach of health and safety laws and regulations can subject both Canada Post Corporation and individual Employees to substantial penalties and may include criminal prosecution.

In responding to a breach of this Policy the Company will place primary importance on deterring similar behaviour by other Employees. A breach of this Policy will therefore result in the termination of the Employee's employment with the Company, unless termination of employment would be unjust under the circumstances.

9. Legislative, regulatory and corporate obligations

[Canada Labour Code Part II <http://laws-lois.justice.gc.ca/eng/acts/L-2/index.html>](http://laws-lois.justice.gc.ca/eng/acts/L-2/index.html)

[Canadian Occupational Health and Safety Regulations <http://laws-lois.justice.gc.ca/eng/acts/L-2/page-22.html#h-46>](http://laws-lois.justice.gc.ca/eng/acts/L-2/page-22.html#h-46)

[Criminal Code <http://laws-lois.justice.gc.ca/eng/acts/C-46/index.html>](http://laws-lois.justice.gc.ca/eng/acts/C-46/index.html)

[Canadian Human Rights Act <http://laws-lois.justice.gc.ca/eng/acts/H-6/index.html>](http://laws-lois.justice.gc.ca/eng/acts/H-6/index.html)

10. Where to find additional information

Useful information that may help:

- [Substance Use Policy FAQs](#)
</html/branches/resources/policy_and_practices/faq_cannibis-e.shtml> - [Print FAQs](#) </html/documents/policy_and_practices/substance_use_policy_faq-e.pdf>
- [Duty to Accommodate Policy](#)
</html/branches/resources/policy_and_practices/emp_pol_duty_to_accommodate-e.shtml>
- [Employee Assistance Program](#) </html/branches/you_at_canada_post/eap/index-e.shtml>
- [Code of Conduct](#) </html/branches/about_canada_post/code_of_conduct/index-e.shtml>
- [Health and Safety Policy](#)
</html/branches/resources/policy_and_practices/emp_pol_health_and_safety-e.shtml>
- [Disclosure of Serious Wrongdoings in the Workplace \(“Whistleblowing”\) Policy](#)
</html/branches/resources/policy_and_practices/emp_pol_whistleblowing-e.shtml>
- [Employee Privacy Policy](#)
</html/branches/resources/policy_and_practices/emp_pol_employee_privacy-e.shtml>
- [Information Security Policy](#)
</html/branches/resources/policy_and_practices/ful_pol_information_security-e.shtml>

Policy Owner: VP, Human Resources

Policy Manager: GM, Health and Safety

Advisory Services: Legal Affairs, Labour Relations, Human Resources, Compliance

Feedback/Questions: [Click here <mailto:david.gylywoychuk@canadapost.ca>](mailto:david.gylywoychuk@canadapost.ca) to email the contact for this policy.