

	Policy: Alcohol and Drug Policy	Page 1 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

Policy:

The Northwest Territories Power Corporation recognizes the need to promote and ensure health and safety in the workplace. The Corporation will make every effort to ensure that the hazards of alcohol and drug use are removed from the workplace in order to protect the working environment, the health and safety of employees, contractors and the general public.

Definitions:

Contractor: Refers to any person or entity, including their employees, which has been contracted, sub-contracted, or otherwise engaged to provide services to the Corporation.

Corporation Business: Refers to all activities undertaken by employees in the course of the Corporation's business, whether conducted on or off Corporation premises.

Corporation Premises: Includes, but is not limited to, all land, property, buildings, offices, facilities, grounds, parking lots or garages, sites, equipment, vehicles whether owned, leased, managed, or used by the Corporation, wherever it may be located.

Corporation Worksite: includes all Corporation Premises, but also includes any off-site work location to which an employee has been assigned.

Drug: Includes alcohol, illicit drugs, medication, or any other substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl or isopropyl alcohol. The term includes beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Illicit Drug: Means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

Medication: Refers to a drug obtained legally, either over the counter or through a doctor's prescription.

	Policy: Alcohol and Drug Policy	Page 2 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

Other Substance: Refers to any other substance used for psychoactive purposes. This includes gases and volatile compounds such as glue, nitrous oxide, gasoline, or solvents which are inhaled intentionally to produce feelings of intoxication, euphoria, or stimulation.

Drug Paraphernalia: Means any personal property which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada.

Employee includes all regular full time, part time, temporary, casual and contracted employees on the Corporation's payroll.

Fit for Duty: In the context of this policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs or medications or other substances.

Safety Sensitive Position: Positions where safety is a bona fide occupational requirement of the job, in that safety is necessary to assure the efficient and economical performance at the job without endangering the employee, their fellow employees, contractors or the general public.

These positions include, but are not limited to, those working on or operating mechanical or electrical machinery and/or equipment, including operating a vehicle; performing tasks while working at heights; performing tasks while working alone; and working in confined spaces. The positions include but are not limited to: electricians, power linepersons, millwrights, mechanics, electrical technologists, telecontrol technologists, plant operators, system operators, and plant superintendents.

Directive:

This policy applies to all employees and contractors while on Corporation business, on Corporation worksites, property or facilities and when in vehicles or equipment owned, lease operated or in any other manner in service to the Corporation. All visitors to a Corporation worksite are expected to be in a fit condition and will be escorted from the premises if there are concerns about safety. Contractors will be expected to enforce the provisions of this policy with their employees, sub-contractors and agents.

1. As stated in the Workers Safety and Compensation Commission (WSCC) General Safety Regulations "No person shall enter or remain on the premises of a place of employment while under the influence of intoxicating beverages or drugs if he or she

	Policy: Alcohol and Drug Policy	Page 3 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

creates a nuisance or if his or her abilities are impaired so as to endanger any person.”

2. The Corporation recognizes the negative effects and consequences of drug abuse, including alcohol, medication abuse and illicit drugs upon the individual abuser and the potential danger to the welfare of the individual abuser and others. The Corporation will develop, implement and continually improve upon safe practices and procedures that will safeguard all employees and others from drug abuse. This policy is subject to ongoing review and evaluation, and modifications will be made as deemed necessary to respond to changing circumstances and evolving needs.
3. All employees and contractors are required to adhere to the following standards:
 - a. report to work fit for duty and to remain fit for duty for the duration of their work shift, including those employees on standby and on the availability list;
 - b. investigate (through their doctor, pharmacist) whether medication can affect safe operation, report to their supervisor any use of medications that may affect their fitness for duty, and follow any recommended course of action which could include temporary reassignment or leave as appropriate to situation;
 - c. work safely and report unsafe or suspicious work behaviour or performance of other employees to their manager or director;
 - d. cooperate with an investigation into a possible breach of this policy, including a search request made pursuant to this policy;
 - e. where applicable, seek assistance before violations of this policy occur; and
 - f. co-operate with any work modifications related to safety concerns.
4. All employees are prohibited from:
 - a. reporting to work or being at work under the influence of alcohol to a level that would impair their performance;
 - b. reporting for duty under the influence of illicit drugs;
 - c. intentional misuse of medications while on Corporation business, premises or worksites;
 - d. using, possessing, distributing, purchasing, or selling alcohol, illicit drugs, drug paraphernalia, or prescribed medications without a legally obtained prescription, while on Corporation business, premises or worksites;
 - e. distributing or offering for sale prescription medications.

	Policy: Alcohol and Drug Policy	Page 4 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

5. Employees in safety-sensitive positions are further prohibited from reporting to work under the influence of alcohol from any source or other substance, and from consuming any alcoholic beverage during the work day or shift, including during meals or other breaks.
6. Employees are prohibited from using, possessing, distributing, purchasing, or selling alcohol while in a designated 'dry community' as defined pursuant to the Liquor Act.
7. Alcohol is not permitted on Corporation Hydro sites, including Snare, Bluefish and Taltson.
8. Exceptions: The use, possession and offering for sale of alcohol is prohibited when on Corporation business, premises, or worksite with the following exceptions:
 - a. Alcohol may be used in social situations on Corporation Business, Premises or Worksites with prior approval from management and after the work day or shift in Corporate owned or leased accommodation.
 - b. Unopened containers may be stored in an employee's work area or in vehicles parked on Corporation Premises and Worksites or in vehicles provided, assigned or subsidized by the Corporation when not being used for Corporation business, provided the alcohol is locked in the trunk of the vehicle or otherwise appropriately secured. This exception does not apply to the prohibition of alcohol on the Corporation's Hydro sites.
 - c. Employees holding Safety-Sensitive Positions may use alcohol after the work day or shift, for example, when on travel status, at a training event or seminar or in any other similar business-related situation provided the formal business is completed and they are not returning to work. Those employees on standby or on the availability list must remain fit for duty while on standby and/or during the time they must be available.
9. If unexpected circumstances arise where an employee is called out to perform unscheduled work while under the influence of any drug or alcohol that could impact safe operations, it is the responsibility of that individual to decline the call. Under these circumstances, the employee will not be subject to disciplinary action for declining the call.

	Policy: Alcohol and Drug Policy	Page 5 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

Prevention & Aftercare

10. Employees that suspect they may have a drug abuse problem are expected seek advice and to follow appropriate treatment promptly before job performance is affected or violations of this policy occur. Voluntary assistance may be sought through their medical practitioner or the Employee and Family Assistance Program at 1-800-387-4765.
11. The Corporation will support the recovery, rehabilitation and return to work where possible of employees who voluntarily inform the Corporation of their alcohol or drug dependence prior to being in breach of the Policy, recognizing this accommodation will not exceed undue hardship.
12. All employees who complete primary treatment (residential or out-patient treatment) for alcohol or drug problems as a result of a referral will be required to participate in an after care program as recommend by a substance abuse professional or appropriate additions counsellor when returning to work in order to help the employee maintain recovery. They will be expected to enter in a written agreement with the Corporation outlining the conditions governing their return to work and the consequences of failing to meet those conditions.

Breach of Policy

13. Any employee who observes signs and symptoms of possible alcohol or drug use at work or indications that co-worker is unfit for duty, is responsible to report the observation to a manager or director.
14. Where a manager and/or director suspect a violation of this policy, they will take reasonable action under the circumstances to verify the situation. Such verification shall include, but not be limited to observing the person, asking questions to assess speech and comprehension and where feasible, confirming the assessment of impairment with a peer or another person in management.
15. Observable signs may include, but are not limited to: odour of alcohol on breath; slurred speech, glassy eyes, unsteadiness in walking, standing, etc; flushed face, disoriented and/or drowsy; incidents or injuries; repeated errors in job performance; excessive lateness or absenteeism; credible complaints or drugs and/or alcohol use at work.

	Policy: Alcohol and Drug Policy	Page 6 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

16. If there are reasonable grounds to believe an employee may be in violation of this policy, the manager or director is responsible for removing the individual from the immediate worksite and calling Human Resources. At no time should an individual suspected of being under the influence of any drug be allowed to drive home. The manager or director is responsible for ensuring the individual has alternate transportation to their local place of residence or an appropriate alternative off site location. Local law enforcement may be contacted if the employee refuses alternative means of transportation.
17. Employees in breach of this policy may be subject to disciplinary action up to and including dismissal. Any illegal substances found will be turned over to the appropriate law enforcement agency.
18. The contract of contractors found to be in breach of this policy may be subject to termination depending upon the nature of the policy violation and the circumstances of the situation.
19. Employees in breach of this policy and who identify as having a drug abuse problem will be evaluated by a substance abuse professional or appropriate addictions counsellor. Depending on the circumstances, an employee's return to work, reinstatement, and /or continued employment may be conditional upon the employee's successful participation in and/or completion of any and all evaluations, counselling, treatments, and rehabilitation programs, and/or other appropriate conditions as determined by the Corporation on advice from a substance abuse professional or appropriated addictions counsellor. The employee will be expected to enter in a written agreement with the Corporation outlining the conditions governing their return to work and the consequences of failing to meet those conditions. The Corporation will abide by the provisions of all applicable human rights legislation and will, where circumstances warrant, take reasonable steps to accommodate an employee who is addicted to alcohol, illicit drugs or medications up to the point of undue hardship.

Searches:

20. The Corporation reserves the right to perform universal random searches to prevent the possession, use and transportation of any illicit drug or alcohol at our hydro sites. The Corporation further reserves the right to perform reasonable cause searches of all Corporation property, or any employee and their personal property

	Policy: Alcohol and Drug Policy	Page 7 of 7
	Monitor: Director, Human Resources	No.: HR-29
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

where there is reasonable cause to believe the employee is in violation of this policy.
All searches will be carried out in accordance with the Corporation's Search Policy.