



AURORA PUBLIC LIBRARY BOARD

SUBSTANCE USE AND IMPAIRMENT-FREE WORKPLACE POLICY

INTRODUCTION

The employees of Aurora Public Library are our most valuable resource, and the Library is committed to providing a safe working environment for staff and customers. Aurora Public Library has developed this policy to communicate expectations and guidelines surrounding substance use and work, including alcohol, cannabis, medications, and other substances that may cause impairment.

For the purposes of this policy, impairment means a condition in which an employee's ability to perform work safely, competently, and productively is affected by alcohol, cannabis, illegal drugs, medications, or any other substance.

POLICY PRINCIPLES

Employees under the influence of drugs or alcohol on the job can pose a serious health and safety risk to themselves, their co-workers, and the public. Workplace morale, performance, attendance, customer service levels and productivity can also be negatively impacted.

To meet our obligations for a safe and healthy workplace, Aurora Public Library reserves the right to prohibit certain items and substances from being used, distributed, or sold on Library premises. The Library strictly prohibits impairment at work and the use, consumption, distribution, or sale of alcohol, cannabis, illegal drugs, or other impairing substances during working hours.

The following expectations apply to all employees while working on behalf of the Library, whether on or off Library property:

- Employees are expected to be fit for duty when reporting to work and remain fit for the duration of their work day. Fit for duty means the employee is able to perform assigned duties safely, competently, and productively without any limitations due to substance use or the after-effects of substance use.
- Use, consumption, distribution, or sale of alcohol, cannabis, illegal drugs, or other impairing substances during working hours, including paid and unpaid breaks, is strictly prohibited.
- Employees are prohibited from reporting to work or remaining at work while impaired by alcohol, cannabis, illegal drugs, medications, or any other substance.

- Employees must promptly inform their manager or designate if they are using any medication or other substance that may impair their ability to perform work safely or may require modified duties or accommodation.
- Employees are expected to report to their manager or HR any reasonable grounds to believe that a co-worker may be impaired or otherwise unfit for duty where there may be a health or safety risk.
- Employees will co-operate with the Library in developing and implementing appropriate accommodation plans where substance dependence, medication use, or other related circumstances require accommodation.
- Employees will never share prescribed medication with another employee, even those who may have a similar prescription
- Employees will provide updates as reasonably required where an accommodation plan or work restrictions are in place.
- Employees will seek advice or appropriate treatment, where required, and if required to take prescription drugs shall use them only as directed by their physician or pharmacist.
- Employees are expected to comply with all applicable legislation relating to the possession, use, and distribution of alcohol, cannabis, medications, and other substances.

Employees who fail to adhere to the expectations of this policy or who engage in illegal activities may be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

Use of alcohol for social functions or other circumstances related to the organization's business may be permitted when approved by the CEO. Any such approval must comply with applicable legal, licensing, insurance, and health and safety requirements and must not contravene the intent of this policy.

No employee may perform work, supervise others, operate equipment, drive on Library business, or make decisions or commitments on behalf of the Library while impaired by alcohol, cannabis, illegal drugs, medications, or any other substance, whether on Library premises or elsewhere while conducting Library business.

In addition, Management will:

- Identify situations that may raise concern regarding an employee's ability to safely perform their job functions and address those concerns appropriately.
- Ensure that any employee who asks for help due to substance dependence or misuse is provided with appropriate support and accommodation to the point of undue hardship and is not disciplined solely for seeking assistance.
- Maintain confidentiality and employee privacy to the extent reasonably possible, subject to the need to implement this policy and comply with legal obligations.
- Reserve the right to obtain external professional advice where necessary to support the implementation of this policy.

Relevant Legislation

1. Occupational Health and Safety Act
2. Ontario Human Rights Code
3. Cannabis Act
4. Liquor License and Control Act, 2019

Related Policies

1. APL Health and Safety Policy
2. APL Code of Conduct

Approval Date: June 17, 2026	Motion #:26.05.43
Date of Last Review: Oct 17, 2018	