

Drug and Alcohol Policy

Purpose of the Policy:

IMIIL intends to provide a safe working environment for employees, IMIIL members and all other persons associated with IMIIL. The use of illegal drugs and the inappropriate use of alcohol, medications, and other substances can adversely affect the health, safety and job performance of all those involved. It can also affect or endanger other employees, customers or members of the public. This policy sets out the responsibilities associated with alcohol and other drug use in association with IMIIL activities.

Scope:

This policy applies to all participants in IMIIL activities.

Definitions:

No special terms apply in this policy.

Responsibilities:

Recognizing that alcohol or drug abuse or addiction is a serious medical, social, public health, and employment issue, the Directors, associates and employees of IMIIL agree to the following:

- Directors, associates and employees who attend any IMIIL work, IMIIL meetings or any IMIIL functions and become visibly intoxicated due to alcohol or drug use will be sent home and may be subject to disciplinary action, dismissal or termination;
- Directors or employees who report a suspected incidence of drug or alcohol abuse are to be protected under the IMIIL Whistleblower Policy; and
- The consumption of alcohol is prohibited at all IMIIL meetings or functions unless specifically approved by either the Executive Director or the Board of Directors.
- Because employers are required to accommodate use of medical marijuana by the Human Rights Code, Directors, committee members, staff or contractors who have medical marijuana prescriptions are to be accommodated so as not to create undue hardship, consistent with what would be done for any other medical need or disability.

Implementation Procedures:

- Where substance abuse on the part of any employee affecting job performance or being under the influence at work is suspected by other staff members, it is to be reported to the IMIIL Executive Director.
- Where substance abuse by the Executive Director affecting job performance or being under the influence at work is suspected by any employee, the employee is to report to any member of the Governance, Nominations and Human Resources Committee of their choosing.
- Where substance abuse by any Board member affecting performance as a Board member or being under the influence at an IMIIL Board or Committee meeting or attending to IMIIL business is suspected by any employee, IMIIL associate or Board member, the person reporting the issue is to report to any member of the Governance, Nominations and Human Resources Committee of their choosing.
- The IMIIL Executive Director or GNHR Committee member, as applicable, is responsible to initiate an investigation of the allegation as quickly as is practicable by notifying the Chair of the Board,

who can utilize the services of persons with expertise in such investigations to do so.

- The IMII Executive Director or GNHR Committee member is to provide a report to the GNHR Committee as quickly as is practicable. The GNHR Committee will make a recommendation to the board after giving the person against whom the allegation is made the opportunity to submit comments the Board shall make. The final determination and is responsible to ensure that its decision is implemented through the IMII Executive Director or directly by the GNHR Committee, as applicable.

All information generated in the process is to remain strictly confidential.

Breach of Policy:

Directors, panel members and steering committee members who breach the provisions of this Policy are subject to disciplinary action by the Board of Directors, including loss of privileges to attend Board meetings, removal from Panels and/or Committees, exclusion from any or all IMII premises or functions and such other sanctions as the Board may feel is appropriate under the circumstances. The Board reserves the right to ask the member representative to resign and/or the Member from which the representative was named to appoint a different person.

Employees who breach the provisions of this Policy are subject to disciplinary action by the Board, up to an including termination of employment for just cause without notice or payment in lieu of notice.

Consultants or others are subject to termination of their contract or relationship with the IMII.