



# King’s University College Student ‘ Council

## DRUG and ALCOHOL SUBSTANCE USE POLICY

<b>EFFECTIVE</b>	April 29, 2024	<b>SUPERSEDES</b>	N/A
<b>AUTHORITY</b>	The Board of Directors	<b>RATIFIED BY</b>	The Board of Directors

### PURPOSE

KUCSC is committed to providing a safe and healthy workplace. This policy has been adopted to communicate expectations and guidelines regarding substance use and KUCSC workplace.

### RELATED

By-Law #1

### SCOPE

This Policy applies to all KUCSC members which includes Council members, and Club members associated with KUCSC.

### DEFINITION

**Fit to work:** Able to complete their assigned duties and responsibilities safely and effectively.

**Impairment:** An abnormal physical, mental, or emotional state that renders an individual unfit to perform their work safely.

**Substance use:** Includes the use of alcohol, legal drugs, illegal drugs, prescription medication, or over-the-counter medication that affects how an individual thinks, feels, or acts.

### POLICY

KUCSC members are expected to arrive fit to work and remain fit to work while participating in all activities representing KUCSC. Substance use can present a health and safety hazard where it affects or could affect a members ability to perform their duties safely and productively. Substance use can result in physical or mental impairment, which increase the risk of workplace incidents and accidents.

KUCSC members who use legitimate prescription medication, including medical cannabis, or over-the-counter medication are expected to consult with a healthcare professional to determine whether the medication can cause impairment and affect their ability to function safely while representing KUCSC. Any concerns regarding impairment should be reported to the KUCSC President as soon as reasonably possible so that reasonable accommodations can be arranged.

A KUCSC member who believes that they are not fit to represent KUCSC while participating in various assignments including but not limited to meetings and events must follow the appropriate



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absence reporting procedure before the time they are expected to be present. If they realize they are unfit to represent KUCSC while participating at any point, they must advise their Vice President immediately. All conversations should be had in a private location to respect the privacy of those involved.

If a member suspects another member is impaired, they should report this to their Vice President. The situation will be handled in accordance with this policy. Any incident details and actions taken will be documented in writing and a copy will be placed in the employee's file

#### **PROCEDURE**

##### **Responsibilities**

KUCSC Executives will:

- Monitor compliance with this policy;
- Identify and assess scenarios where a member is suspected of being unfit to represent KUCSC;
- Implement, review, and accommodation measures to be best of their ability for an accommodation plan from Kings College Student Affairs; and
- Maintain member confidentiality and privacy regarding substance use concerns.

Members must:

- Abide by this policy;
- Arrive to KUCSC fit for duty, and remain so for the duration of there are representing KUCSC;
- Decline a request to represent KUCSC in any activity if they are unfit to do so;
- Report any member representing KUCSC they reasonably suspect are unfit to work;
- Report any concerns regarding impairment related to the legitimate use of prescription medication or over-the-counter medication;
- Members are not to share their prescribed medication with another member;
- Communicate the need for accommodation, where required.

##### **Reporting Suspecting Impairment**

If a member discloses to another member their impairment or is suspected of being impaired or suspects another member is impaired the member should assess each situation on a case-by-case basis to determine whether emergency action is required and take appropriate action based on their assessment.

Suspected impairment must be acted on and reported to the President as soon as possible. Signs of impairment vary from person to person and may include but are not limited to:

- Erratic behaviour;
- Slurred speech;
- Poor coordination;
- Glassy or red eyes; and
- Smell of alcohol or drugs.



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#### **Emergency Cases of Suspected Impairment**

If a member who discloses their impairment or is suspected of being impaired becomes violent, verbally abusive, or otherwise threatening, or is in need of medical assistance the member, (any member who witnesses the situation) must call Campus Security and or 911 immediately.

#### **Non-emergency Cases of Suspected Impairment**

In a non-emergency case of suspected impairment, the KUCSC member will observe the other member for signs of impairment. If the member suspects the other member is impaired, they will contact Campus Security for them to manage the situation appropriately.

#### **Follow-Up Meeting**

The President will schedule a follow-up meeting with the members as soon as possible and before they participate in any activity representing KUCSC.

During the follow-up meeting, the member will be asked to explain their conduct and given the opportunity to disclose the need for an accommodation. If the member does not disclose the need for an accommodation, the President will inquire whether there is anything KUCSC can do to support the member.

If accommodation is required, see below.

If accommodation is not required, the President will implement appropriate progressive discipline measures in accordance with the Progressive discipline policy and set expectations for future conduct.

#### **Accommodation and Support**

KUCSC supports members in addressing their substance use concerns and encourages them to seek appropriate treatment. King's College University and the University of Western Ontario provide counselling services for all students. KUCSC President will provide information regarding resources available to the public.

KUCSC will support a prepared accommodation plan from the College and/or medical professional to the best of their ability for members experiencing substance use concerns. KUCSC may request medical documentation from a medical professional.

#### **Privacy**

Members who disclose substance use concerns will not be discriminated against or subject to reprisals. All information related to the disclosure will be kept confidential and will only be shared with others where necessary for accommodation.

All information related to suspected cases of impairment will be kept private. Details of incidents will only be shared with individuals who need to know this information and documentation will be kept in the member's personal file.



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### PROCEDURAL AUTHORITY

Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors.

- a) The scope of such Procedures is limited to the scope of this policy.
- b) In the event of any conflict, this Policy supersedes any documents created under it.

### POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization
April 2024	Format update and review of the policy		