

City of Surrey Corporate Practice

Practice Name:	Fit for Duty Corporate Practice		
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Issued by:	Corporate Services (HR)	Approved by:	City Manager

PURPOSE

The City of Surrey (the “City”) is committed to cultivating a safe, desirable and engaging Workplace. The City recognizes that impaired conduct in the performance of Work Duties can have a negative impact on service delivery to residents, customers, Employees and the Workplace and, as such, the City strives for a Workplace free of impairment as a result of Substance use.

This Practice establishes expectations for appropriate conduct as it relates to the use of Substances that could impact an Employee’s ability to perform their Work Duties safely, competently, and efficiently, as well as the consequences for non-compliance.

PRINCIPLES

The City is committed to:

- the health and safety of all Employees;
- communicating the City’s position on Substance use to Employees;
- providing Employees appropriate access to programs and/or work accommodation in order to assist them in addressing Workplace challenges related to Substance use; and
- ensuring confidentiality about an Employee’s health.

DEFINITIONS

Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol, or other alcohols including methyl and isopropyl alcohol.
Cannabis	The intoxicating agents that are found in a cannabis plant including its preparations and derivatives.
City Premises	Includes all property, structures, offices, job sites, vehicles, and equipment owned, leased, operated or otherwise directly controlled by the City.
Director	Director, Human Resources on behalf of the City.
Employees	Includes all employees and volunteers while engaged in Work Duties or working on City Premises.
Fit for Duty	The ability to perform Work Duties with efficiency, competence, and safety in accordance with normal performance standards, and without any limitations due to the use or after-effects of Substances. This precludes workplace limitations arising from physical injury.
Medication	A drug obtained legally as either an over-the-counter drug or through prescription by a registered and regulated health professional.
Substance	Any substance that may cause impairment that is ingested, consumed, or otherwise taken, and includes Alcohol, Cannabis, Medications and illicit drugs.

Supervisor	A person who is accountable for a particular area or shift on behalf of the City, including but not limited to team leaders, managers, directors, supervisors, superintendents, and others acting in supervisory positions.
Work Duties	All business or work-related activities undertaken by Employees in the course of fulfilling their job duties, whether conducted on or off City Premises.
Workplace	All City Premises, or any other place at, upon, from, or near which an Employee works in the performance of their Work Duties.

SCOPE

This Practice applies to all Employees in the performance of their Work Duties and is intended to be consistent with collective agreements.

Additional procedures to assist with the implementation of this Practice may be developed by the Director.

TERMS & CONDITIONS

Impairment

Employees are expected to be Fit for Duty and not impaired in the performance of their Work Duties.

An Employee must not enter any Workplace if they are not Fit for Duty. Any employee who is no longer Fit for Duty or becomes impaired during the performance of their Work Duties must immediately cease work and report this to their Supervisor.

Employees must not engage in the consumption of Alcohol, Cannabis, or any other Substance in the Workplace or in the performance of their Work Duties.

Permitted Use of Substances

Employees must use any Medications responsibly to ensure they remain Fit for Duty while in the Workplace. Employees are expected to consult with their personal physician or pharmacist to determine if their use of a Medication will have any potential adverse impact on their ability to be Fit for Duty.

COMPLIANCE

Non-compliance with this Practice may result in appropriate disciplinary measures, up to and including termination of employment. An Employee's inappropriate behavior or unsafe performance of Work Duties is not excused as a result of Substance use or dependency.

Employees will be accommodated to the point of undue hardship if they have a diagnosed dependence on a Substance.

A Supervisor may have an Employee cease the performance of their Work Duties immediately if a Supervisor has reasonable grounds to believe that an Employee is impaired in the Workplace and is an immediate risk to the health and safety of themselves or other people.

Reasonable Grounds

The City will use an observation-based approach in determining if there are reasonable grounds to believe that an Employee is not Fit for Duty or that a health and safety risk is present. Where practicable, this determination should be made by a Supervisor in conjunction with a second person, such as another Supervisor or Employee. Observations and any actions taken should be documented.

An observation-based approach includes specific, personal observations made by the Supervisor, or other people present in the Workplace at the time of the incident, such as but not limited to:

- a) the observed use or evidence of use of a Substance, including the smell of Alcohol or Cannabis or other Substances;
- b) erratic or atypical behaviour of the Employee;
- c) changes in the speech patterns of the Employee; and
- d) changes in physical appearance

ROLES & RESPONSIBILITIES

Shared Responsibility

There is a shared responsibility for the ongoing administration of this Practice.

Employees

Employees are expected to fulfil their Work Duties in a safe manner and remain Fit for Duty at all times. Employees must promptly advise Supervisors of the potential for any adverse impacts on Workplace safety or performance of Work Duties related to the use of a Substance (prescribed or other) by themselves or another Employee. Employees share responsibility for reporting any violations of this Practice to Supervisors.

Any Employee with a Substance use dependency is expected to take responsibility to deal with the dependency. Employees who suspect they have a Substance dependency or are experiencing difficulty as a result of Substance use are encouraged to seek advice and to follow appropriate treatment promptly, before job performance is affected or violation of this Practice occurs.

In addition, Employees are responsible for:

- a) understanding this Practice;
- b) compliance with this Practice; and
- c) taking every reasonable precaution in all circumstances to protect their own health and safety and that of other persons in the Workplace.

Supervisors

Supervisors play a key role in communicating with Employees and in implementing this Practice.

Supervisors are responsible for:

- a) identifying and addressing situations where an Employee appears to be not Fit for Duty or impaired as a result of the use of a Substance;
- b) encouraging Employees to disclose any conditions or concerns, including the use of Substances, that may compromise their performance or the health and safety of the Workplace;
- c) when an Employee discloses that they are experiencing difficulty related to the use or a dependency on a Substance, Supervisors will work with the City's Human Resources Division to determine the appropriate course of action; and
- d) in all cases, Supervisors must maintain privacy and confidentiality regarding an Employee's health situation.

The City

The City is responsible for:

- a) outlining the City's views and responses to impairment in the Workplace as a result of Substance use;
- b) accommodating Employees up to the point of undue hardship;
- c) providing a copy of this Practice to current Employees and to new Employees prior to

- commencement of employment;
- d) providing Employee Family Assistance Program contact information; and
- e) monitoring and evaluating this Practice.