

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**POLICY 540: EMPLOYEE ALCOHOL AND DRUG USE**

**BACKGROUND**

Medicine Hat Public School Division is committed to providing employees with a safe and healthy work environment and as a result a safe and healthy learning environment for students.

**POLICY**

All employees are expected to support and contribute to a safe and healthy work environment, to be fit for duty when reporting to work and remain fit for duty while at work.

**GUIDELINES**

1. Employees shall not be impaired by alcohol, illegal drugs, prescription or non-prescription drugs while performing their duties in the workplace during work hours or on a school sanctioned activity.
2. Employees shall not, in violation of Division policy, the criminal code or legislation, possess, use distribute alcohol, recreational cannabis or illegal drugs or related paraphernalia while on duty, on school sites or attending school activities.
3. The Division will provide support to employees who voluntarily and confidentially seek treatment for alcohol or drug abuse or addiction.

**ADMINISTRATIVE PROCEDURE**

[540 P 001 – Employee Alcohol and Drug Use](#)

**REFERENCES**

[Policy 634 – Banned Substances](#)

[634 P 001 – Banned Substances Use and or Possession](#)

Approved: October 9, 2018

Revised: \_\_\_\_\_