



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Human Resources **Regulation Code:** HR-5.3.2  
• Professional Activities **Policy Code Reference:** HR-5.3  
**Regulation:** CODE OF CONDUCT FOR EMPLOYEES: Page 1  
RESTRICTIONS ON ALCOHOL AND DRUG USE

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. [HR-5.3, Code of Conduct for Employees](#). This administrative regulation applies to all employees on Board property, including Board vehicles, and at school or board related activities and events (including field trips and extra-curricular activities).

The Kawartha Pine Ridge District School Board (here in after referred to as the Board) holds high expectations for the conduct of employees and is committed to providing a safe working and learning environment for staff and students.

1. Board employees are expected to arrive at work fit for duty and able to perform the essential duties of their job. This means that staff must report to work in a manner where they are able to safely and/or acceptably perform their assigned duties without any limitations resulting from, but not limited to, the use or after-effects of illicit drugs, alcohol, cannabis, over the counter and prescribed medications (including medical cannabis).
2. The promotion, possession, consumption, storage, and/or distribution of illicit drugs, alcohol or cannabis at work, on Board property, or at school or board related events are strictly prohibited, except as expressly permitted by the Director of Education or designate.
3. The illegal use, misuse, or abuse of prescription medications at work or on Board property is strictly prohibited.
4. The Board recognizes that employees may have disabilities related to substance abuse or addiction. Employees with addiction related disability needs should make their accommodation needs known and are expected to work with the Board's Employee Health Services team in developing reasonable accommodations, if appropriate. If an employee has not identified a disability related need but it appears that the employee may have addiction related disability needs, the Board will make appropriate inquiries with the staff member. Generally speaking, a reasonable accommodation for substance abuse and/or addiction related disabilities is to allow appropriate leave to participate in an appropriate treatment program.
5. Board employees who are suspected to be under the influence of and/or impaired by an illicit drug, alcohol, or cannabis, over the counter or prescribed medications (including medical cannabis) will be safely removed from the workplace following an initial inquiry by the direct supervisor/manager/principal and pending an internal investigation. Human

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Resource Services will develop an internal protocol for supervisor/manager/principal use, which will be consistent with this administrative regulation.

6. Board employees are expected to report to their direct supervisor/manager/principal if they suspect another board employee is not fit for duty and/or may be under the influence of and/or impaired by illicit drugs, alcohol, cannabis, over the counter and/or prescribed medications (including medical cannabis) while at work. For greater clarity, in accordance with Policy, [HR-4.1, Occupational Health and Safety](#).
7. Employees are responsible for identifying health and safety hazards in the workplace and reporting them to their supervisor. An internal investigation and/or appropriate inquiries may follow.
8. As a result of an investigation, the Board may determine that there is an underlying addiction related disability need that may require reasonable accommodation, as outlined in section 4 above, or that the employee has engaged in activities for which discipline may be appropriate.
9. Employees who are required to take prescribed medication that may cause impairment impacting health and safety and/or the ability to perform essential job duties, including medical cannabis, should advise Employee Health Services of same and co-operate in developing reasonable accommodations, if appropriate. Confidentiality of such information shall be maintained in accordance with Board Policy [HR-4.5, Health and Medical - Employees](#).
10. If a Board employee is found, following an internal investigation, to have engaged in conduct inconsistent with this administrative regulation, they may be subjected to disciplinary action, up to and including termination of employment.

Cross References: [HR-4.1, Occupational Health and Safety](#)  
[HR-4.5, Health and Medical - Employees](#)  
[HR-4.5.1, Health and Medical - Employees](#)  
[HR-5.3, Code of Conduct for Employees](#)  
[ES-1.3, Smoke Free Environment](#)  
[BA-6.4.2, Security: Board Vehicles](#)