

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E4
ALCOHOL AND DRUG FREE WORKPLACE



The Red River Valley School Division Board of Trustees believes in a school environment free from the misuse of prescription drugs, or use of illegal non-prescription drugs, cannabis, alcohol or other controlled or restricted substances.

The unlawful use, manufacturing, distribution, dispensation, or possession of a controlled or restricted substance or alcohol is prohibited while on duty or on Division Property.

Employees are prohibited from performing their responsibilities or representing their employer while under the influence of drugs or alcohol. If there is a substance abuse problem, employees are encouraged to contact the Addictions Foundation of Manitoba.

Employees are responsible for:

- Maintaining an understanding and awareness of, and ensuring compliance with Red River Valley School Division policies & procedures.
- Reporting to work Fit for Duty and remaining Fit for Duty at all Times while on Red River Valley School Division business.
- Informing their supervisor immediately if they are unable to safely and efficiently perform their duties due to the consumption of any substance.
- Refraining from the possession, use, distribution or dispensation of any substance prohibited by law or by Red River Valley School Division policies & procedures and/or the misuse or overuse of any substance (such as alcohol or non-medical cannabis on Division property.)
- Advising their supervisor whenever they witness wrongdoing, misconduct or any concerns regarding a co-worker's Fitness for Duty.
- If the use of cannabis is medically prescribed, participating and cooperating with the Division throughout the accommodation process.

Procedure:

Staff identified as being involved in the use, manufacturing, distribution, dispensation, or possession of a controlled or restricted substance or alcohol, will be subject to disciplinary action.

See also:

[Administrative Procedure E20 - Discipline, Suspensions and Dismissal of Professional Staff](#)

Cross Reference:		
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