

Alcohol and Drug Policy

Implementation Date

1 March 2017

Last Revision Date

5 October 2018

Position(s) Responsible

All Members of the FEI Community

Authorized by

Sally Yuan, Vice President
Western Maritime Institute

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs (including legal marijuana) during work hours (instructors teaching a Western Maritime Institute scheduled courses outside of WMI's main campuses are considered to be on work hours), and to support those who have reported a problem with alcohol or drug dependence. This policy applies to all employees, workers, and contract instructors.

No employee, worker or contractor shall –

- report or try to report for work when under the influence of alcohol or drugs (whether illegal or not);
- consume alcohol or illegal drugs during working hours on or off Western Maritime Institute's premises;
- supply others with illegal drugs in the workplace;
- supply others with alcohol in the workplace during work hours;
- possess or deal in illegal drugs on Western Maritime Institute's premises. Any such activity will, without exception, be reported to the Police.
- despite the legalization of marijuana in Canada on October 17, 2018, no employee, worker or contractor shall consume or supply others with marijuana in any form in the workplace;

In addition, employees, workers or contractors must –

- ensure they are aware of the side effects of any prescription or non-prescription drugs;
- advise a member of the management team immediately of any side effects of prescription or non-prescription drugs, which may affect work performance or the health and safety of themselves or others, for example, drowsiness; and
- ensure that the use of prescription and non-prescription drugs do not interfere with the ability to safely perform work or teaching duties.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol or marijuana on the person's breath or body), they must be sent home immediately.

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Western Maritime Institute also reserves the right to impose drug and alcohol testing on employees and contract instructors where management feels there is reasonable cause, a reasonable suspicion of impairment or a significant incident or “near-miss” of an accident.

Contravention of these rules is gross misconduct and Western Maritime Institute will take disciplinary action for any breach of these rules, including and up to summary dismissal.

Western Maritime Institute will endeavour to ensure that advice and help are made available to any employee who feels he/she has a problem with alcohol or drug misuse. The employee will be encouraged to seek help from their Family Doctor. Western Maritime Institute may request that the employee takes a temporary leave from work or undertakes restricted duties to ensure their own safety and that of others and additional time off may be allowed (normally unpaid) for the employee to obtain treatment or attend support groups.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.