

Drug & Alcohol Policy**PURPOSE:**

Restore Holdings Ltd o/a Sangster's Health Centres is committed to protecting the health and safety of its employees, customers and the communities we call home. As such, Restore Holdings Ltd o/a Sangster's Health Centres is a drug and alcohol-free workplace.

POLICY:

All employees are expected to minimize the risk of unsafe or unsatisfactory performance due to alcohol or drugs and are expected to report fit for duty and remain fit for work throughout their workday.

DEFINITIONS:

“alcohol”: beer, wine and distilled spirits, including any intoxicating agent found in medicines or other products.

“drug paraphernalia”: any property associated with the use of any drug, substance, chemical or agent.

“drug”: any substance, including but not limited to alcohol, illegal drugs, recreational drugs, medication, or other substances which has the potential to change or adversely affect the way a person thinks, feels, behaves, acts or reacts. For the purpose of this policy, the drugs of concern are those which would impair an employee's ability to perform work safely and productively.

“fit for duty”: the expectation of an employee to safely and acceptably perform assigned duties without limitations due to the use or side-effects of illegal drugs, alcohol, medications and/or the misuse of your failure to take prescribed medications appropriately throughout their work shift. Fit for duty also refers to the expectation of an employee to manage any ongoing health conditions to ensure there is no impact to their ability to perform work safely and productively.

“impairment”: the inability to function either mentally or physically at a reasonable level especially in order to be safe and productive.

“impairment protocol”: the Management process for investigating an employee who is suspected to be impaired.

“illegal drug”: any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted to prohibited by law.

“prescribed medication”: any drug obtained legally, either over-the-counter or through a doctor's or nurse practitioner's prescription.

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“workplace”: any land, premises, location or place in which the employee is performing work.

RESPONSIBILITIES:

Under this policy, all employees are:

- Strictly prohibited to use, misuse, consume, possess, distribute, sell or transfer the following while in the workplace:
 - Alcohol
 - Recreational marijuana/cannabis or byproducts
 - Illegal drugs or other prohibited substances
 - Drug paraphernalia
 - Prescribed medications not authorized for personal use
- Strictly prohibited to report for work while under the influence of illegal drugs, alcohol or prohibited substances
- Expected to responsibly use prescribed or over-the-counter medications, and educate themselves on the possible side effects of any such medication if the medication could affect their ability to safely perform their job. Where the use of a prescribed or over-the-counter medication could impair the employee’s ability to perform the duties of their position safely, they must advise their manager immediately.
- Expected to co-operate with any investigation
- Expected to take all necessary steps to minimize any safety risk

INVESTIGATION AND REPORTING REQUIREMENTS:

Where there are grounds to believe an employee may not be fit for duty due to intoxication due to drug or alcohol use or other impairment while in the workplace or during the course of their workday, management may remove the team member from their duties. The employee will be given an opportunity to explain why they appear unfit for work. Further action may be taken in accordance with this policy.

Where an employee suspects another team member may not be fit for duty, they must report such suspicions to their manager immediately.

When a manager becomes aware of, or made aware by a team member, that another team member may not be fit to perform their work, the manager must follow impairment protocol in order to decide on next steps to ensure safety of the employee.

All reports of expected and/or confirmed impairment will be kept confidential, except as required for personal safety.

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RESTORE HOLDINGS LTD. O/A SANGSTER'S HEALTH CENTRES HOSTED EVENTS:

From time to time, Restore Holdings Ltd. o/a Sangster's Health Centres may host events outside of regular working hours where alcoholic beverages may be available. During these events employees are expected to consume responsibly and limit their personal consumption to within legal and reasonable amounts so that it does not impair their ability to behave in a responsible and professional manner.

For Restore Holdings Ltd. o/a Sangster's Health Centres events hosted during regular working hours where the employees will be returning to the workplace after such event, it is expected that no alcoholic beverages will be consumed.

IMPAIRED DRIVING

If an employee who is required to drive a rented or personal vehicle for company business has lost their license due to impaired driving or any other infractions, they must advise their manager immediately. Employees must provide proof of license reinstatement prior to be allowed to drive for Restore Holdings Ltd o/a Sangster's Health Centres.

POSSESSION

If an employee is in possession of any illegal drugs while on company time or in the workplace, the police may be contacted and appropriate internal discipline will be rendered.

SUBSTANCE ABUSE

Where there is a situation of confirmed or suspected substance abuse or dependency, Restore Holdings Ltd o/a Sangster's Health Centres will encourage and support its employee in seeking the appropriate assistance and treatment through a treatment program approved by a substance abuse professional.

Any team member that is currently dealing with a substance dependency or addiction is required to disclose this to their manager. This information will remain confidential, except where required to disclose for personal safety.

CONSEQUENCES

Disciplinary action, up to and including termination of employment, depending on the severity, will be taken where Restore Holdings Ltd o/a Sangster's Health Centres determines violations of this policy have occurred.