

Substance Use Policy

POLICY # PC-02-04

FINAL

PURPOSE

The purpose of this policy is to state OLG's expectations that all employees report fit for work, and to summarize OLG's commitment to assist and accommodate employees who seek supportive rehabilitation for substance use and/or abuse.

APPLICATION AND SCOPE

This policy applies to all OLG employees, consultants and contract staff. Visitors and OLG contractors who attend our premises and/or provide services to OLG are also required to meet the expectations of conduct set out in the OLG Substance Use Policy.

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) values and is committed to providing a safe, healthy and productive workplace for all employees and to ensuring the integrity of our operations. OLG does not tolerate impairment at work and expects employees to report to work fit for work and that employees and visitors respect the importance of safety in the workplace. An employee who is not fit to work will not be permitted to remain at work.

GUIDING PRINCIPLES

OLG is committed to:

- Providing a safe, healthy and productive workplace
- Providing awareness and support of this Policy to assist employees and management to identify impairment and/or to recognize warning signs that may indicate that they or another employee may not be fit for work and respond appropriately
- Providing support and accommodation for employees in accordance with the requirements of the Ontario Human Rights Code
- Respecting the dignity and privacy of individuals and place a priority on accommodation of employees who have a substance dependency/addiction in accordance with the Ontario Human Rights Code
- Providing an Employee Assistance Program
- Ensuring compliance with the Occupational Health and Safety Act

DEFINITIONS

Substance: For purpose of the Substance Use Policy, a “**substance**” includes alcohol, illegal drugs and any other intoxicant (including legal substances), which has or may have the effect of intoxicating its user and/or altering an employee's ability to perform assigned duties. This includes but is not limited to, opiates, cannabis, and over the counter or prescription medication whether legally obtained or otherwise, including medical cannabis.

Fit for Work: Free from the influence of any substance as defined above, that would hinder job performance and/or compromise the safety of the employee or others.

Impairment (from substance use): When an employee's judgement, alertness, perception, motor coordination or emotional state is negatively impacted, an employee is considered to be impaired and not fit for work. Appearance of impairment may vary based on the individual, and substance consumed, but may include odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring and/or poor coordination.

REQUIREMENTS

1. Employees are required to report to work fit to work and free from the effects of and/or limitation because of the use of any substance. An employee who is not fit to work will not be permitted to remain at work.
2. The following is strictly prohibited while working, including during a paid or unpaid break:
 - Consumption of alcohol, illegal drugs, cannabis and other substances that may impair an employee's fitness to work and/or puts the safety of the employee or others at risk
 - Possession or distribution of any substance in the workplace that is prohibited by provincial and/or federal law
3. Employees are expected to:
 - Use medication as prescribed and/or in accordance with the medication's directions for use.
 - Request accommodation in cases where the use of medication may impair the employee's ability to be fit to be at work safely and to perform their job duties, including operating a vehicle if applicable. Employees are not permitted to use any medication (including medical cannabis) while working that may render them impaired. OLG will assess each accommodation request in accordance with the Accommodation in the Workplace Policy.
 - Seek support and assistance through OLG's accommodation procedures if they are suffering from substance dependency.
4. Employees are required to advise a manager or People and Culture representative immediately, without fear of reprisal, if they become aware of, and/or have reason to believe that they have witnessed behaviour from another employee that is in violation of this Policy. This includes having concerns about whether another employee is fit for work or feeling unsafe at work themselves.
5. **Non-Compliance:**

Non-compliance with this Policy may result in corrective and/or disciplinary action up to and including termination of employment.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Report fit for work to perform their work in a safe, professional and competent manner in accordance with established performance standards and free from the effects of and/or limitation because of the use of any substance▪ Request accommodation in cases where the use of medication may impair their ability to be fit to be at work safely and to perform their job duties, including operating a vehicle if applicable▪ Seek support and assistance through OLG's accommodation procedures if they are suffering from substance dependency▪ Immediately advise management if they become aware of, and/or have reason to believe, that they have witnessed behaviour in violation of this Policy
Management	<ul style="list-style-type: none">▪ Identify and address impairment in the workplace and take steps to eliminate any related safety risks▪ Ensure compliance with the Occupational Health and Safety Act and Regulations, and the Ontario Human Rights Code▪ Communicate with employees about the need to maintain a safe and healthy work environment
People and Culture	<ul style="list-style-type: none">▪ Provide awareness and support of this Policy to assist employees and management to identify impairment and/or recognize warning signs▪ Provide support and accommodation for employees in accordance with the requirements of the Ontario Human Rights Code

RELATED POLICIES

- Accommodation in the Workplace Policy
- Social Events Policy
- Health and Safety Policy
- OLG's Code of Business Conduct

POLICY OWNER

Director, Total Rewards – Rewards and Wellness

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	October 2018

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
December 2023	People and Culture	<ul style="list-style-type: none">▪ Annual review - no changes needed
November 2022	People and Culture	<ul style="list-style-type: none">▪ Updated format▪ Added definitions▪ Supersedes Substance Use Policy #HRPP02-04