

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
DRUG-FREE SCHOOLS/WORKPLACES	ADB

I. POLICY

To enhance the welfare of employees and students, the Louis Riel School Division recognizes the importance of maintaining a workplace free of alcohol, cannabis, and other drugs.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol, cannabis, or a controlled drug or substance is prohibited in the workplace, with exceptions as specified in the **GUIDELINES** and **PROCEDURES** of this policy.

II. GUIDELINES

A. For the purposes of this policy the “workplace” is defined as the site for the performance of work done under the authority of the Division, including but not limited to:

- any Division building or any school premises or grounds;
- any school- or divisionally-owned vehicle or any other vehicle approved to transport students to and from school or school activities;
- off school property during any school-sponsored or school-approved activity, event or function, such as:
 - a conference, workshop, meeting or other professional development activity;
 - field trip or athletic event where students are under the jurisdiction of employees of the Division.

B. The Division permits the possession or use of prescription and over-the-counter drugs at the workplace under the following conditions:

- Any prescription drug in the employee’s possession or used by the employee is prescribed to the employee;
- The employee is using the prescription or over-the-counter drug for its intended purpose and in the manner directed by the employee’s physician; and
- The use of the prescription or non-prescription drug does not adversely affect the employee’s ability to safely perform their duties or result in impairment.

Adopted:	December 7, 2004	Legal References: Controlled Drugs and Substances Act (Canada) ; Liquor, Gaming and Cannabis Control Act (Manitoba)
Revised:	February 5, 2019	

	DRUG-FREE SCHOOLS/WORKPLACES	N.E.P.N. CODE:	ADB
--	-------------------------------------	---------------------------	------------

- C. Exceptions that allow the consumption of alcohol on divisional property are specified as follows:
- An event occurring in recognized common meeting rooms in the Louis Riel School Division Board Office or the Louis Riel Arts and Technology Centre and satisfying all permit requirements;
 - A school reunion approved by the Board; meeting all permit requirements and confining the service of alcohol to wine and/or beer; in a defined location within the school building.

III. PROCEDURES

- A. Any contravention of this policy, including appearance in the workplace while under the influence or impairment of any legal or illegal substance, may result in a request to leave the workplace. Violation of this policy shall result in appropriate action, as determined by the Superintendent of Schools (or designate).
- B. When planning and holding an event where alcohol will be served as specified in Guideline C, organizers must:
- Obtain a social occasion permit from the Liquor, Gaming and Cannabis Authority;
 - Comply with all terms and conditions stipulated in the permit;
 - Perform the duties of the permit holder as articulated in the [Liquor, Gaming and Cannabis Control Act](#).
- C. No alcoholic beverages shall be retained on divisional property following an event permitted by the Guidelines of this policy.

Adopted:	December 7, 2004	Legal References: Controlled Drugs and Substances Act (Canada) ; Liquor, Gaming and Cannabis Control Act (Manitoba)
Revised:	February 5, 2019	