

Self-Represented Litigant's Society – Policy – Substance Use

Policy:	Substance Use
Effective Date:	Jan 2016
Date Last Reviewed:	Feb 2016
Scheduled Review Date:	Jan 2017
Supersedes:	All previous Policies and/or Statements
Approved by:	Board

PURPOSE:

The Self-Represented Litigant's Society ("SRLS") desires a safe, healthy and comfortable atmosphere for all stakeholders in its services. It is recognized that alcohol or drugs may have serious adverse effects on an employee's health, safety and performance. It is also recognized that it may not be in SRLS service users' best interests to engage with SRLS staff, volunteers or legal professionals (i.e., courts, lawyers or court staff) if SRLS service users are not completely sober.

SCOPE:

This policy outlines acceptable conduct for SRLS staff, volunteers, members and SRLS service users with respect to substance abuse.

POLICY STATEMENTS:

Responsibilities and guidelines

SRLS staff and volunteers

All employees, staff and volunteers are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This implies that employees must not be impaired by alcohol, illicit drugs or prescription drugs. If an employee is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions. Employees are not to have alcohol, illegal drugs, or related paraphernalia in their possession while in the work place.

Any person engaged with SRLS

The possession, use, or sale of alcohol, drugs or drug paraphernalia on SRLS property or in its vehicles is prohibited. The consumption of alcohol during social functions or any circumstances related to organizational business may be permitted when approved by SRLS. Approval must be obtained beforehand to ensure that the use of alcohol does not contravene the intent of this policy.

Smoking

There must be no use of tobacco products in SRLS buildings. Employees, volunteers and SRLS service users who desire to smoke or use tobacco products, including electronic cigarettes and vaporizers, must only do so during rest or lunch breaks and only within designated areas.

Proper clean up and disposal of tobacco products is required.

Violations

Should there be reason to believe that an employee's or volunteer's job performance is being negatively affected by alcohol, illegal or prescription drugs, or that this policy is being violated in any way, SRLS is entitled to inquire as to the nature of the issue and to take appropriate action, including disciplinary action.

SRLS will differentiate between behaviour that is properly characterized as an illness or disability and behavior that is not. Should an illness or disability be present, SRLS deems it acceptable to work with the employee towards rehabilitation, exemplifying the duty to accommodate under the Human Rights Code.

SRLS service users who are found to be in violation of this policy will only be asked to return when such persons can respect it and/or are completely sober.

Modifications to this or other policies

The SRLS is committed to ensuring that its policies, practices and procedures are consistent with and promote the core principles of dignity, independence, integration and equality.