



L'Arche Canada Policies and Procedures

Policy Type:	Human Resources	Policy Number:	G-10	Approval Body:	National leaders
Policy Area:	Health and Safety	Policy Approval Date:		Original Language:	English
Policy Title:	Suspected Impairment	Policy Review Date:		Translator's Initials:	

Policy

L'Arche seeks to create a safe and healthy environment, where individuals can fulfil their responsibilities. Impairment in the work environment can lead to serious accidents and interfere with accuracy and efficiency of work. Impairment may be due to alcohol use or other substance or drug use. Impairment could also be due to other medical or psychological conditions.

All employees are expected to be fit to fulfil responsibilities when arriving for work and remain fit for the duration of the day. This includes refraining from using alcohol, drugs, or other substances that cause impairment.

Supervisors or designate are to observe changes in an employee's behaviour, attendance, or performance if they suspect the employee of impairment. Supervisor or designates should assess each situation on a case-by-case basis to determine whether emergency action is required.

At the time of the suspected impairment

In the event an individual suspected of impairment becomes violent, verbally abusive, or otherwise threatening:

- Seek immediate assistance by calling the police (911);
- Make reasonable efforts to keep themselves and others safe; and
- Contact Supervisor or designate, emergency phone reference as soon as is reasonably possible to inform them of the situation.

In the event the individual suspected of impairment requires medical assistance:

- Seek immediate medical assistance by requesting emergency services (911)
- Either go with or appoint someone from L'Arche to travel with the impaired individual to the appropriate healthcare facility.
- The person appointed to travel with the impaired person must remain with them while seeking medical assistance.

- The person appointed to travel must contact Supervisor or designate, or emergency phone reference as is reasonably possible to inform them of the situation.

In a non-emergency case of suspected impairment: L'Arche Supervisors or designate should:

- Meet with the individual privately to assess whether the individual is impaired
- Indicate to the individual that they must leave the worksite immediately for the safety of themselves and others.
- Inform the individual they are placed on leave with pay for the remainder of their workday due to suspected impairment.
- Arrange for the appropriate transportation, such as providing a ride, arranging for the individual's emergency contact to pick them up, or calling a taxi.

In all situations L'Arche Supervisors or designate should:

- Remain calm, respectful, and firm during all interactions with the suspected impaired employee.
- Ask the employee if they are under the influence in a non-accusatory way; and
- Treat the individual in a fair and equitable manner.

Follow-up

Individuals suspected of impairment are expected to return to work for their next scheduled workday, unless they are medically unable to do so. If an individual fails to report to work for their scheduled time without documentation, appropriate action should be followed in accordance with policies and procedures in place.

Any performance or disciplinary follow up should take place following the individual's return to work, either the next day, or at their next scheduled time to work. Supervisor or designates should not discuss performance or administer discipline while the individual is impaired. Supervisor or designates shall:

- Refer and encourage the employee to contact L'Arche's Employee Assistance Program for support;
- Discuss with the individual consequences and expectations;
- Administer appropriate corrective action in accordance with L'Arche policies and
- Document all communication and action in the individual's personnel file.
- Adhere to privacy and confidentiality policies

Supervisor or designates may contact their Supervisor or designate/HR to request that a mediator be present, or as a witness, to disciplinary and performance meetings.