

University of Prince Edward Island	Policy No. Admssgn10007	Revision No.
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Creation Date:	Version Date: October 4, 2018	Review Date: October, 2023
Policy Approval Authority: Board of Governors	Designated Executive Officer(s): Vice-President Administration and Finance	WWW Access: Yes

1. Purpose

- 1.1. The University is committed to providing a safe, healthy workplace and learning environment. Substance use can have adverse effects on a University community member’s work, student and athletic performance, health, and personal safety. Being under the influence of alcohol, drugs or other substances while working, studying or participating in athletics poses health and safety risks and negatively impacts our University environment.
- 1.2. The goals of this Policy are to:
 - a) Maintain a work and student environment free from the negative effects of alcohol and drugs;
 - b) Promote education for University Community Members on the safe use of regulated substances, including alcohol and cannabis;
 - c) Ensure everyone is treated fairly and with respect when dealing with possible substance abuse issues; and
 - d) Support prevention and rehabilitation initiatives for those who identify a need.

2. Scope

- 2.1. This policy applies to all persons on Campus.

3. Definitions

- 3.1. **Campus** means the University campus located at 550 University Avenue, Charlottetown, Prince Edward Island, and any other property and buildings owned or controlled by the University.
- 3.2. **Fit** means a physical, mental and emotional state that enables a person to perform tasks competently and in a manner that does not compromise or threaten the safety or health of themselves or others, or the normal functioning of the University.
- 3.3. **Impairment** means a deterioration of a person’s judgment, physical or mental ability.

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- 3.4. **Study** means attendance at and participation in classes, laboratories, seminars, and any other component of a University course.
- 3.5. **University** means the University of Prince Edward Island.
- 3.6. **University Community Members** include faculty members, librarians, employees, and students of the University, members of the University's Board of Governors, any other person who teaches, conducts research, or works or volunteers at or under the auspices of the University.
- 3.7. **University Personnel** includes faculty members, librarians, and employees of the University, and any other person who teaches, conducts research, or works or volunteers at or under the auspices of the University.

4. Responsibilities

- 4.1. This Policy is authorized by the University’s Board of Governors.
- 4.2. Administration of this Policy is the responsibility of:
 - a) the Vice-President Academic & Research shall be responsible for those falling within his/her portfolio;
 - b) Vice-President Administration and Finance shall be responsible for those falling within his/her portfolio; and
 - c) in respect of students, the Associate Vice-President Students & Registrar.
- 4.3. Development and maintenance of this Policy is the responsibility of the Vice-President Administration and Finance

5. Policy

Prohibitions and Responsibilities

- 5.1. Alcohol may only be consumed on Campus in accordance with University policies.
- 5.2. In accordance with and subject to University’s policies, smoking is prohibited on Campus.
- 5.3. Subject to accommodations for medical use cannabis, cannabis may only be possessed on Campus in accordance with applicable provincial and federal laws.
- 5.4. Subject to accommodations for medical use cannabis, cannabis may only be stored and consumed, by means other than smoking, on Campus:

- a) in accordance with applicable provincial and federal laws; and
 - b) in a private residence room.
- 5.5. The possession, use, distribution, purchase and sale on Campus of illegal drugs and drug paraphernalia are strictly prohibited.
- 5.6. The cultivation of cannabis plants on Campus is strictly prohibited.
- 5.7. University Personnel will attend work free from impairment and fit for duty, and shall remain so while on duty.
- 5.8. No University Personnel will consume alcohol or drugs in the course of performing their job duties, subject to:
- a) agreed-upon medical accommodations;
 - b) the legal and responsible consumption of alcohol at licensed social events on-Campus, or off-campus in the course of entertaining or social events that are part of a person's job duties;
 - c) the responsible consumption of legal, prescribed, or over the counter medications; and
 - d) compliance with University policies;
- 5.9. Students will attend courses free from impairment and fit for study, and shall remain so during the course of their studies.
- 5.10. No student will consume alcohol or drugs in the course of their studies, subject to:
- a) agreed-upon medical accommodations;
 - b) the legal and responsible consumption of alcohol at licensed social events on-Campus, or off-Campus in the course of entertaining or social events that are part of a person's studies;
 - c) the responsible consumption of legal, prescribed, or over the counter medications; and
 - d) compliance with University policies;
- 5.11. Students will participate in University athletic activities free from impairment and fit to perform, and shall remain so during the course of their participation.

- 5.12. Subject to agreed-upon medical accommodations, no University student will consume alcohol or drugs in the course of their participation in a University athletic activity.
- 5.13. While attending any University sanctioned event, either on or off Campus, University Community Members who choose to consume alcohol or cannabis must do so in a legal and responsible manner, and in accordance with all University policies. Each University community member is expected to know their own tolerance and act accordingly.
- 5.14. University Community Members are expected to use over-the-counter, legal, or prescription drugs responsibly and have a duty to disclose any use which may impact job, student, or athletic performance and safety.
- 5.15. University Personnel must inform their supervisor about any situation that may compromise their health and safety, the health and safety of others, or an issue that may impair their performance.
- 5.16. Students must inform their instructor, coach, or Student Affairs about any situation that may compromise their health and safety, the health and safety of others or an issue that may impair their performance.

Prevention and Assistance

- 5.17. Education, early detection, and treatment for those with alcohol and drug dependency are important parts of the University's commitment to maintaining a safe and healthy work and learning environment. The University recognizes that alcohol and drug dependency is a treatable illness and that early intervention greatly improves the probability of a lasting recovery. Prevention and early identification of potential problem situations are key components of maintaining a safe, healthy work and learning environment.
- 5.18. The University will guide University Personnel and students who seek assistance to appropriate resources.
- 5.19. University Community Members who suspect they have a substance abuse issue are encouraged to seek advice and to follow appropriate treatment promptly, before job, learning, or athletic performance is affected or violations of University policies occurs.
- 5.20. Assistance at an early stage may be accessed:
 - a) through a University community member's personal physician;
 - b) by University Personnel, through the Employee Assistance Program (EAP);

- c) by students, through Student Affairs; and
- d) through an appropriate community service for help with any alcohol and substance abuse problems.

Disciplinary and other Actions

- 5.21. Subject to the University's duty to accommodate, University Community Members who violate this Policy are subject to discipline.
- 5.22. Non-University Community Members who violate this Policy may be temporarily or permanently prohibited from attending Campus.
- 5.23. Asking for or accessing assistance, or disclosing a problem with alcohol and drugs, does not eliminate a University community member's responsibility to meet work, student or athletic performance expectations, or to comply with the requirement to be fit for duty, study or athletic participation.
- 5.24. If, in the judgment of a supervisor, a member of University Personnel is not fit for duty, the member's supervisor shall immediately take such steps as are necessary to prevent the person from causing injury and harm to self or others, or to the normal functioning of the University.
- 5.25. If, in the judgment of an instructor, a student is not fit for study, the instructor shall immediately take such steps as are necessary to prevent the person from causing injury and harm to self or others, or to the normal functioning of the University.
- 5.26. If, in the judgment of an athletic coach, a student is not fit for participation in athletic activities, the coach shall immediately take such steps as are necessary to prevent the person from causing injury and harm to self or others, or to the normal functioning of the University.

Medical Accommodation

- 5.27. As with any diagnosed medical condition or treatment plan, if a University community member self-discloses, or if it is otherwise determined that the University community member is taking medications that may cause impairment or result in diminished functionality, the following duties exist:
 - a) The University community member has a duty to provide medical evidence for the existence of a relevant medical condition. If an employee has a medical document that allows the use of a drug, e.g., medical cannabis, this does not mean that the employee has a right to be impaired at work.

- b) The University community member has a duty to cooperate in consultations regarding potential accommodation.

Alcohol & Drug Safety Advisory Committee

5.28. The University will establish an Alcohol & Drug Safety Advisory Committee whose members shall be selected by the Vice-President, Finance & Administration.

5.29. The Alcohol & Drug Safety Advisory Committee shall:

- a) assist in the administration and responsible management of alcohol and drug use on Campus;
- b) monitor the implementation and enforcement of this Policy, and recommend changes when appropriate; and
- c) provide advice regarding the handling of specific alcohol and drug safety issues and education programs.

6. Confidentiality

6.1. All parties involved in a substance abuse situation must recognize the seriousness of the matter and respect, in every possible way, keeping the matter confidential. The privacy and reputation of all University Community Members involved must be respected and protected.

7. University Collective Agreements

7.1. In the event of a conflict between this Policy and any of the University's collective agreements, the collective agreement prevails.

8. Effective Date

8.1. Permissions in this Policy in respect of the recreational use of cannabis will become effective on the effective date of federal and provincial laws authorizing the possession, consumption, and storage of recreational cannabis. The remainder of this Policy is effective immediately.

9. Review

9.1. This policy is to be reviewed every five (5) years.

RELEVANT LEGISLATION:

Occupational Health and Safety Act, R.S.P.E.I. 1988, Cap. 0-1

Human Rights Act, R.S.P.E.I. 1988, Cap. H-12

Cannabis Control Act and Regulations

Cannabis Act and Regulations