



Drug and Alcohol Policy # HR-016

Board Approved Motion #25-065

Date May 14, 2025

Replaces Policy # 3.2 Drug and Alcohol

Review Cycle 3 years

Purpose

The purpose of this policy is to maintain a safe, productive, and healthy work environment for all employees by addressing the use of alcohol, drugs, and other substances in the workplace.

This policy applies to all BESC employees, contractors, visitors and any other individuals on BESC premises or work sites or engaged in company activities.

Definitions

“Employees” means all full time, part-time and contract employees including volunteer firefighters.

“Supervisor” means the person the employee directly reports to and/or the District Fire Chief or Regional Emergency Manager.

Procedure

Prohibited Conduct

- **Alcohol and Drugs:** Employees are prohibited from being under the influence of alcohol, illegal drugs, or any other impairing substances while on duty, while operating company vehicles, or while working in any capacity that may endanger the safety of themselves or others.
- **Possession:** The possession, distribution, or sale of illegal drugs or alcohol during work hours or on company property is strictly prohibited.

Prescription Medication Employees are allowed to use prescribed medication if it does not impair their ability to perform their duties safely. Employees must inform their supervisor if they are taking prescription medication that may affect their work or safety, and a medical assessment may be required to determine if **accommodations** or adjustments are needed.

Alcohol and Drug Testing In an effort to provide a safe environment BESC may require employees to submit to alcohol and/or drug testing if there is reason to believe that drugs or alcohol may have contributed to an incident.

The incident investigation team will determine whether the incident meets the criteria for testing using the Alcohol and Drug testing rationale form Appendix A.

Testing will be conducted by a qualified professional, and results will remain confidential.

Employee Assistance and Support BESC recognizes that alcohol and drug addiction are medical conditions and will aid employees seeking help.

Employees seeking help for substance use issues will not face disciplinary action if they come forward voluntarily for assistance before being tested or involved in an incident.

Disciplinary Actions Employees found in violation of this policy will be subject to disciplinary action, which may include suspension, or termination, depending on the severity of the violation. Specific actions will be determined based on the nature of the incident.

Responsibilities

Employees are responsible

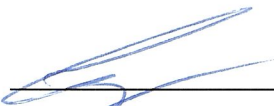
- for understanding and adhering to this policy.
- to report any concerns about potential violations of this policy to their supervisor.
- to cooperate fully with any investigations related to potential violations of this policy.

Supervisors are responsible

- to inform employees about and enforce BESC's drug and alcohol policy.
- to ensure employees under their direct supervision are fit for work.

Related Documents

- HR-011 Employee Code of Conduct
- HR-017 Progressive Discipline
- HR-018 Occupational Health and Safety
- Health and Safety Operations Management System – Chapter 6 Incident Management



Board Chair

25 June 11

Date



Board Vice Chair

25 June 11

Date