

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Alcohol & Substance Abuse	SECTION: A POLICY: 1
DATE: September 2004	Administrator's Signature: _____	

ALCOHOL & SUBSTANCE ABUSE

POLICY:

- Leamington Mennonite Home has a policy of zero tolerance for any type of alcohol or substance abuse by a staff member of LMH while at the workplace.
- Leamington Mennonite Home will be proactive and responsive in the event of staff alcohol and/or substance abuse is noted at the workplace.
- All incidents of staff alcohol and/or substance abuse will be investigated and processed with consequent disciplinary, counselling, rehabilitation and prevention measures being taken by the Home.

PROCEDURE:

- A staff member who attends work under the influence of alcohol and/or substance(s) shall immediately be relieved of their duties and responsibilities and shall receive no pay for the shift.
- The Administrator or designate, in consultation with appropriate Department Leaders shall commence an investigation, conduct interviews, and gather relevant information/documentation/evidence of the alleged incident(s).
- Progressive discipline and/or termination of employment may result from an incident of alcohol or substance abuse, or in attending impaired at the workplace.