

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>THIRD PARTY DRUG &amp; ALCOHOL WORKPLACE POLICY</b>	<b>OPR D-37.0</b>	<b>APPROVED: OCTOBER 27, 2016 REVIEWED: NOV 2021</b>

## **POLICY**

Parkland College is committed to providing a healthy and safe work environment for all our students and employees.

This policy applies to employees working at a third party location and as outlined in the Contract between Parkland College and the Third Party.

We are committed to ensuring that all work is performed in a safe and responsible manner that meets regulatory and company standards as set out by the Contract and the Third Party Drug & Alcohol Workplace Policy. The policy must adhere to the Canadian Model for Drug and Alcohol testing for safety sensitive environments.

## **PROCEDURES**

1. The Parkland College supervisor will notify applicable employees of required Drug & Alcohol testing and provide a copy of the applicable Third Party Drug & Alcohol policy when offering off campus work to the employee.
2. Submission to testing is voluntary however a requirement if the employee accepts the off campus work.
3. If employee accepts the off campus work, they must report for work Fit for Duty as per the Third Party Drug and Alcohol Workplace policy.
4. Employees will adhere to the appropriate Third Party Drug & Alcohol Workplace Policy.
5. Failure to adhere to the policy will result in an investigation with discipline up to and including termination.
6. Employees will have the right to refuse the work without recourse.
7. All test results will gathered by the supervisor in accordance with the Third Party Drug & Alcohol Workplace Policy and then stored by Human Resources.
8. Testing results will be stored separately from the employee personnel file.