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| Policy Name            | <b>Fit for Duty and Learning</b>                         |                        |  |
| Policy #               | <b>607</b>   | Category               | <b>Health and Safety</b>                   |
| Policy Sponsor         | <b>Associate Vice-President, Human Resources</b>         | Previous Revision Date | <b>N/A</b>                                 |
| Policy Approved by     | <b>President &amp; CEO</b>                               | Revision Date          | <b>February 8, 2019</b>                    |
| Procedures Approved by | <b>CFO &amp; Vice-President, Administrative Services</b> | Review Date            | <b>See Policy Review Date or As Needed</b> |

See the related [POLICY](#).

### DEFINITIONS

#### Fit for Duty

A physical and mental state, free from impairment, that allows individuals to perform their job safely and effectively. Reasons for impairment may include, but are not limited to: sleep deprivation, physical or mental health issues, the consumption of a legal or illegal drug or the consumption of alcohol.

#### Fit for Learning

A physical and mental state, free from impairment, that allows individuals to perform their academic and social tasks safely and effectively. Reasons for impairment may include, but are not limited to: sleep deprivation, physical or mental health issues, the consumption of a legal or illegal drug or the consumption of alcohol.

#### Signs of Impairment

Signs of impairment may include, but are not limited to: slurred speech, lack of physical coordination, erratic behaviour, or the scent of alcoholic beverages, cannabis or other drugs.

### PROCEDURES

#### 1. Students

- a. It is the responsibility of students to disclose and discuss with an Academic School representative any circumstances that might lead to their inability to be Fit for Learning, including use of prescription or over-the-counter medication. If needed, policy #712 Reasonable Accommodation will be utilized.
- b. If a student is showing Signs of Impairment, the situation should be reported to Campus Safety and Security immediately. If the student is in class, the instructor should take steps to ensure the student is not in danger of causing immediate harm to themselves or others.
- c. Campus Safety and Security will report complaints or concerns related to student conduct to the Student Relations Office.

#### 2. Employees

- a. It is the responsibility of employees, before starting work, to disclose and discuss with their supervisor any circumstances that might lead to their inability to be Fit for Duty, including

use of prescription or over-the-counter medication. The supervisor will consult with Human Resources to determine if policy #712 Reasonable Accommodation will be utilized.

- b. If an employee is showing Signs of Impairment, the situation should be reported to Campus Safety and Security immediately. The employee's supervisor should take steps to ensure the employee is not in danger of causing immediate harm to themselves or others.
- c. Campus Safety and Security should include a Human Resources Consultant in incidents where an employee will be asked to leave the workplace. If an incident occurs outside of regular work hours, Campus Safety and Security should report it to the Manager, HR Client Services.

### 3. Contractors/Visitors

- a. If any contractors, visitors or members of the general public granted access to or using Saskatchewan Polytechnic's services and/or facilities show Signs of Impairment, the situation should be reported to Campus Safety and Security immediately.
  - b. The designated host or guide for contractors or visitors should take immediate steps to ensure they are not in danger of harming themselves or others.
4. Safety and security are a priority at Saskatchewan Polytechnic, and a "zero tolerance" approach will be the standard in these situations. As such, even in a situation where an individual's fitness for learning or duty is in dispute, Campus Safety and Security has the authority to require individuals to leave the learning or work environment for the remainder of the day, and instructors and supervisors have the right to require individuals to stop learning or work activities for the day.
  5. Safe transport should be considered for any person asked to leave due to Signs of Impairment.
  6. Failure to comply with this policy and procedures may result in disciplinary action up to and including termination of employment, disciplinary action under policy #1211b Student Conduct (Non-Academic), or in the case of members of the public, being barred from Saskatchewan Polytechnic campuses and business locations.

## **CONFIDENTIALITY**

Any personal information, including any medical or health information, collected pursuant to this Policy shall be treated and held confidentially, except as required to fulfil the requirements of this Policy or as permitted or required by law.