

Substance Use Policy

Intent

Landscape Effects Group is committed to providing a safe and healthy workplace. This policy has been adopted to communicate expectations and guidelines regarding substance use and work.

Definitions

Fit to work: Able to complete their assigned duties and responsibilities safely and effectively.

Impairment: An abnormal physical, mental, or emotional state that renders an individual unfit to perform their work safely.

Substance use: Includes the use of alcohol, legal drugs, illegal drugs, prescription medication, or over-the-counter medication that affects how an employee thinks, feels, or acts.

Guidelines

Employees are expected to arrive to work fit to work and remain fit to work for the duration of their shift. Substance use is a workplace health and safety hazard where it affects or could affect an employee's ability to perform their job duties safely and productively. Substance use can result in physical or mental impairment, which increase the risk of workplace incidents and accidents.

Employees who use legitimate prescription medication, including medical cannabis, or over-the-counter medication are expected to consult with a healthcare professional to determine whether the medication can cause impairment and affect their ability to work safely. Any concerns regarding impairment should be reported to the Culture Talent Team (HR) as soon as reasonably possible so that reasonable accommodations can be arranged.

An employee who believes that they are not fit to work before the start of their shift must follow the appropriate absence reporting procedure. If they realize they are unfit to work at any point during their shift, they must report this to their manager immediately. If an employee suspects someone in the workplace is impaired, they should report this to Culture Talent Team (HR).

Responsibilities

Landscape Effects Group will:

- Set out standards for substance use and work;
- Arrange appropriate accommodations where an employee discloses substance use concerns; and
- Review and update this policy regularly.

Management will:

- Monitor compliance with this policy;
- Identify and assess scenarios where an employee is suspected of being unfit to work;
- Implement, review, and modify accommodation measures; and

- Maintain employee confidentiality and privacy regarding substance use concerns.

Employees must:

- Abide by this policy;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Decline a request to come into work if they are unfit to do so;
- Report any person in the workplace they reasonably suspect they are unfit to work;
- Report any concerns regarding impairment related to the legitimate use of prescription medication or over-the-counter medication;
- Communicate the need for accommodation, where required.

Accommodation and Support

Landscape Effects Group accommodates employees experiencing substance use concerns. Employees are encouraged to disclose the need for accommodation to Culture Talent Team (HR). Where a need for accommodation is not disclosed by an employee but the company suspects that one is required, arrangements will be made to speak with the employee privately to inquire about their situation. The company may request medical documentation from a medical professional.

The company supports employees in addressing their substance use concerns and encourages them to seek appropriate treatment.

Employees who disclose substance use concerns will not be discriminated against or subject to reprisals. All information related to the disclosure will be kept confidential and will only be shared with others where necessary for accommodation.