MS Canada
Policy Manual

Policy Direction - Substance Management

Rationale and Relationship to Vision, Mission, and Values

MS Canada is committed to providing a safe environment for all employees and volunteers and any other individuals that may be present on our premises or at one of our events. MS Canada will not tolerate any unsafe behaviour or negligence including impairment.

Policy Application

This policy is intended to provide guidance to all employees, and volunteers within the organization as to MS Canada's regulations surrounding the use of impairment-causing substances in the workplace, a home office or off-site while employees and volunteers are performing work-related functions, recognizing that employees and volunteers under the influence of impairment-causing substances on the job can pose serious health and safety risks to themselves, their colleagues, the public and MS Canada's property.

Authorization

The policy was approved by the Board of Directors on June 8, 2018.

Policy

To help preserve a safe and healthy environment, employees and volunteers are:

i) at all times, required to follow all federal, provincial and local laws;
ii) prohibited from working while impaired;

required to inform their leader (or designate) and/or HR of any concerns about a colleague's fitness for duty.

Recreational Smoking

There is no smoking of legal or illegal substances allowed inside any MS Canada workplace, or while representing MS Canada at private or public events, unless it is

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a designated break outside of the workplace. Types of smoking include but are not limited to cigarettes, e-cigarettes, recreational cannabis, medical cannabis, vaporizers, etc. Regardless of the provincial legislation, this is MS Canada's policy and we ask that you abide by it at all times.

In public spaces in and around MS Canada workplaces, smoking of legal substances, including medical cannabis, is only permitted in designated areas as determined by legislation.

Use of Medical Cannabis While at Work

Where a medical prescription for cannabis exists, you will be expected to follow all medical advice and direction on its use at all times. The use or misuse of medical cannabis that impairs your ability to safely and effectively perform your job is strictly prohibited. If you report for work under the influence and impaired, you will be asked to leave the workplace and will be subject to disciplinary action up to and including termination for cause.

Guidelines for safe and unimpaired medical cannabis use while working:

- If you are taking medical cannabis during regular working hours, you are expected to use it only at the recommended level of dosage and the applicable frequency of the doses as prescribed by a medical professional
- Where possible, you are asked to use a method of ingestion other than smoking, to minimize allergic reactions and/or sensitivities of fellow employees and others
- If you choose to smoke medical cannabis you must abide by all provincial smoking regulations and only smoke in designated public spaces

Be sure to speak with your leader or HR if you require any accommodation.

Alcohol Consumption

On occasion, MS Canada will host or sponsor social events or functions where alcohol will be made available for consumption. On these occasions, it is expected that employees will consume alcohol in a socially responsible manner and display common sense.

Volunteers are not permitted to consume alcohol during their shifts at social events or functions. If a volunteer chooses to consume alcohol after their shift, they must remove any MS Canada branded clothing or identification.

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To protect you from the risks of driving under the influence, MS Canada adheres to a one-drink policy. This means that while attending an MS Canada sponsored event or function where alcohol is being served, those who will be driving a vehicle cannot consume more than one alcoholic beverage. For this direction, "one alcoholic beverage" means:

- 341 ml (12 oz.) bottle of 5% alcohol beer, cider, cooler, ready-to-drink
- 142 ml (5 oz.) glass of 12% alcohol wine
- 43 ml (1.5 oz.) serving of 40% distilled spirits such as whisky, vodka, and gin

If you do drink excessively during an MS Canada sponsored event or function, appropriate discipline may be applied up to and including termination for cause.

Impaired Driving

It is illegal to operate a motor vehicle (for work purposes or non-work purposes) while impaired.

If it is determined that you are impaired and intend to drive, one or more of the following actions may take place:

- We may prevent you from driving home;
- We may call a family member to pick you up;
- We may remove your car keys;
- We may book you a hotel room, provide a taxi chit, and/or arrange for transportation to your home;
- We may call the police.

Under the *Criminal Code* the legal limit is a blood alcohol concentration ("BAC") of 0.08 (e.g. 80mg of alcohol in 100ml of blood). It is illegal to operate a motor vehicle with a BAC of 0.08 or higher. This is a maximum limit. The Criminal Code also prohibits driving while under the influence of drugs. It prohibits levels for THC between two to five nanograms of THC per millimeter of blood within two hours of driving and over five nanograms of THC per ml of blood within two hours of driving.

In Ontario, novice drivers and drivers 21 and younger are subject to zero-tolerance for alcohol and drug use while driving. Ontario also enforces a warn range for all drivers with a BAC between 0.05 and 0.079. Violations can result in license suspensions, fines, and other administrative penalties.

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In Quebec, learner drivers, holders of probationary licence, and drivers under 22 are subject to zero-tolerance for alcohol and drug use while driving. Violations can result in license suspensions, fines, and other administrative penalties.

In British Columbia, novice and learner drivers are subject to zero-tolerance for alcohol and drug use while driving. British Columbia also enforces a warn range for all drivers with a BAC between 0.05 and 0.079. Violations can result in license suspensions, fines, and other administrative penalties.

We encourage you to stay informed about the legal limits of alcohol and drugs while driving that apply to you, as they are amended from time to time.

Use of Prescription Drugs

MS Canada is committed to accommodating, up to the point of undue hardship, any employee or volunteer who is required to use prescription drugs.

If you feel that your use of prescription drugs could impact performance, prevent effective and efficient completion of job functions, prevent compliance with MS Canada's policies or create a safety hazard, you are required to disclose the prescription drug use to HR to allow MS Canada to conduct an accommodation analysis. All information received will be retained in confidence and disclosed only to required parties (such as immediate leader and executive team member) on a case-by-case and need-to-know basis.

Accommodation for Substance Abuse and Addiction (*for MS Canada employees*)

MS Canada is committed to assisting and accommodating employees, in partnership with our employee and family assistance program (EFAP), who voluntarily disclose a substance dependence and seek supportive rehabilitation. We acknowledge that drug and alcohol dependencies are protected and recognized as a disability under human rights legislation, and therefore considered to be prohibited grounds of discrimination.

If you are struggling with substance abuse/addiction challenges, you will be supported and accommodated by MS Canada. You will not be negatively impacted if you disclose a drug or alcohol dependency issue and are encouraged to disclose a substance dependency or substance abuse issue to MS Canada as soon as possible.

The process of accommodation is a shared obligation between the employee and MS Canada. It is your responsibility to make the accommodation request to MS Canada, in writing. MS Canada will then initiate the consultative accommodation analysis process promptly after receiving your request. Should you refuse to cooperate in rehabilitation and/or continue to present as a safety risk to yourself, others and/or the building will be subject to disciplinary action up to and including termination for cause.

To request accommodation or disclose a dependency issue, please notify HR.

Should you disclose a drug or alcohol dependency issue after you have violated a policy of MS Canada, acted in a manner that constitutes misconduct or gross misconduct, or acted in a manner that is negligent, you will be subject to disciplinary action for your behaviour or misconduct alone, not the dependency issue.

Unfitness for Work

Should it be determined that you are unfit for work due to substance abuse you will be asked by your leader, or designate, to leave the workplace or work-related activity. The incident will be reported to HR and the applicable executive team member(s) and investigated accordingly.

Sanctions for Non-compliance

Employees who fail to adhere to the above requirements or who engage in illegal activities such as selling drugs and/or alcohol while on MS Canada's premises, or carrying out business on behalf of MS Canada, will be subject to disciplinary action up to and including termination for cause and will be referred accordingly to legal authorities who may launch a separate investigation.

Volunteers who fail to adhere to the above requirements or who engage in illegal activities such as selling drugs and/or alcohol while on MS Canada's premises, or carrying out business on behalf of MS Canada, will be subject to disciplinary action up to and including the removal of their ability to volunteer with MS Canada and will be referred accordingly to legal authorities who may launch a separate investigation.

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Executive Champion

The Vice President, People and Community, is the executive champion for this policy.

Monitoring and Compliance

The Vice President, People and Community, is responsible for leading the monitoring of the application and compliance of this policy direction in conjunction with other members of the Executive Team and leadership employees, including those who have direct responsibility for volunteers. The Vice President, People and Community will work with the appropriate employee to ensure compliance.

Policy Review

The policy is to be reviewed every three (3) years or as needed.

- May 5, 2021 – Reviewed and approved
- October 15/16, 2026 – Reviewed and approved by the Board of Directors

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