

Fitness to Work

The [Company/Organization] is committed to providing a safe, healthy, respectful and productive workplace. As an employee of [Company/Organization], you contribute to this goal by ensuring that you are fit for work and bringing forward any circumstances or conditions which reasonably indicate that you or another employee may not be fit to carry out the duties and responsibilities of your/their role.

Employees are considered fit for work when they are physically and mentally able to perform their assigned tasks in a manner that does not compromise workplace safety, quality, or productivity. Our goal in outlining this policy is to increase our collective awareness of the many factors that may affect fitness for work and to support all [Company/Organization]'s employees in resolving any underlying issues. These may include a variety of factors that could have a different impact on different employees:

- Injury or illness (work or non-work related)
- Alcohol (as well as “hangover” effects)
- Drug(s): Any substance which has the potential to compromise an employee’s motor or cognitive skills (as well as “hangover” effects) including the categories defined below:
 - Illicit Drug: Any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as cocaine and heroin);
 - Medication: Any drug which is legally obtainable, either over-the-counter or through a doctor’s prescription (e.g. cold/flu medication and anti-depressants);
 - Mood Altering Substance: Any product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job (e.g., marijuana and morphine).
- Personal factors (e.g. psychological, psychiatric issues, family issues or illnesses)
- Insufficient sleep / fatigue
- Excessive work hours
- Secondary employment or volunteer activities
- Recreational activities and sport
- General health and fitness

It is important that, as an employee of [Company/Organization], you know that you have an obligation to ensure you are fit for work and to inform your manager (or Executive Officer, or HR) in any case where you are/may not be fit for work.

Disclosure

In the event that you know that you are unfit/ potentially unfit for work, you are required to disclose this information to your manager, an Executive Officer, or HR prior to carrying out your duties (or prior to attending work, depending on the circumstances). This includes the use of legal medications that are, or potentially are, mood altering substances. Please note, however, that we will not require you to disclose why you are unfit, or in the case of medications/drugs, specifically what you are using. Please refer to our *Drugs & Alcohol Policy* for further information.

In the event that you know, or reasonably suspect, that one of your co-workers is unfit/potentially unfit for work, you are also required to disclose that information to an appropriate manager, an Executive Officer, or HR immediately.

Assessing Fitness for Work

If a manager has reasonable cause to believe that an employee is unfit for work, as part of their duty to inquire, they will check in with the employee privately and confidentially. Depending on the circumstances involved, [Company/Organization] may pursue any, or any combination, of the following:

- Require additional information (including medical) to confirm or better understand the circumstances
- Refer the employee to their doctor or other specialist
- Require the employee to undergo a third party assessment
- Require the employee to attend or complete treatment
- Require the employee to change their routine or activities
- Require the employee to take a leave of absence
- Any other steps or requirements that are reasonable in the circumstances

In very serious cases, there may also be a requirement for alcohol and/or drug testing, in addition to a search of the employee's desk/office.

In the event of workplace situations (e.g. incidences of disruptive, harassing and/or inappropriate behavior towards a co-worker or client) that may be impacted by circumstances not directly related to work, the fitness for work of the employee(s) involved may be taken into consideration.

Our Support

In the event that you have difficulty in maintaining fitness for work, [Company/Organization] will provide reasonable assistance, support, and accommodation, as needed. This may include our Employee and Family Assistance Program, taking a leave of absence, and/or other applicable offerings depending on the situation. If you need to take a leave (be that a few days of sick leave or a longer leave) due to being unfit for work, depending on the circumstances, you may need to provide medical or other information demonstrating fitness for work, as applicable to your circumstances. Refer to our *Illness or Injury Leave of Absence/Workplace Accommodation Policy* for further information.

Our goal is to restore performance and safety levels while supporting affected employees. If, however, performance doesn't improve, disciplinary actions may be taken.

Confidentiality

We commit to treating and holding confidential any personal information, including any medical or health information that is discussed and/or collected as a result of this policy.