

Policy and Procedure Manual

SECTION: Human Resources	GUIDELINE #: HR-021
Date Approved: November 8, 2019	Medical Cannabis
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Authority: Human Resources	

PURPOSE

The employees of Town of Hanover (The Town) are our most valuable resource and for that reason their health and safety is of paramount concern. Medical cannabis will be treated the same as any regularly prescribed medication. The Town has the same expectations from employees who use medical cannabis as those who use all other types of medication and will accommodate individuals up to the point of undue hardship and in consideration of health and safety requirements.

GUIDELINES

- Employees may only use medical cannabis with appropriate documentation in their names from a qualified health care practitioner as defined by the *Access to Cannabis for Medical Purposes Regulations*.
- If an employee must use medical cannabis while at work they must inform their Supervisor and Human Resources. An employee does not have to disclose their specific medical diagnosis; however, they must provide a note from their doctor and a copy of the appropriate documentation.
- All information provided in regard to medical cannabis use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- Employees who have a medical condition which requires additional accommodation can discuss their cannabis use schedule in the context of the Town of Hanover's general accommodation plan and with their qualified health care practitioner.
- The Town will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable; while also ensuring the health and safety of all.

Note that having a prescription for medical marijuana does not entitle an employee to:

- compromise their own safety,
- compromise the safety of others,
- smoke in the workplace (as anti-smoking laws apply to smoking cannabis as well),
- have unexcused absences, or
- be impaired at work.

Non-compliance with provisions of this guideline may result in Progressive Corrective Measures, up to and including termination.

Use of Medical Cannabis While at Work

- If an employee takes medical cannabis during regular working hours, they shall do so only at the recommended dosage and frequency of the doses.
- The Town asks that, where possible, employees who require medical cannabis use a method of consumption other than smoking.
- Employees who choose to smoke medical cannabis must abide by all provincial and municipal smoking regulations.
- Employees who choose to smoke medical cannabis are not permitted to smoke in the presence of other employees.

RESPONSIBILITIES

Managers and Supervisors shall:

- Treat employees who use medical cannabis the same as all other employees using prescription medication.
- Provide accommodation up to the point of undue hardship.
- Be aware of the effects of cannabis use and ensure employees are not placed in any safety-sensitive situations.
- Assess the effects of the use of cannabis on an employee's performance on the job.
- Ensure that the use of medical cannabis does not adversely affect the safety of the employee or their co-workers.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation).
- Exercise their duty to inquire.
- Respond to any employee queries regarding the use of medical cannabis, while maintaining the privacy of an employee's specific situation at all times.

Employees shall:

- Work with the Town to develop accommodation plans that are mutually agreeable.
- Follow the agreed-upon accommodation plan and the Town guidelines
- Never share, sell, or distribute their medication to any other employee, even those who may have a similar authorization.
- Maintain ongoing communication with management regarding the effects of cannabis on their ability to perform their job duties.
- Disclose any dependency or impairment to the Town.
- Never participate in activities which could cause a safety risk, such as performing working functions while impaired.
- Abide by HR-020 Substance Use Guideline