

## 4.23 Alcohol and Drug Use

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### 1. Purpose

This policy establishes guidelines for the responsible use of alcohol or any other substance that may affect mood or job performance. The employees of Kootenay Christian Academy are expected to live up to the school's ethical standards, as outlined in the [Community Standards Policy](#), which includes the responsible use of alcohol.

### 2. Persons/Area Affected

All employees of Kootenay Christian Academy.

### 3. Policy

The policy of Kootenay Christian Academy is to ensure the health and safety of its employees and to model exemplary behaviour to its students.

### 4. Responsibilities

- 4.1. Employees are not permitted to work under the influence of alcohol, drugs, or other substances, during the school day, or at school-sponsored events.
- 4.2. Employees are expected to refrain from consuming anything prior to, or during, work hours that may negatively affect their abilities and judgment.

### 5. Procedures

- 5.1. If an employee is suspected of being impaired by alcohol, drugs or other substances, that employee will be escorted home.
- 5.2. Upon return to work, the employee will be provided with an opportunity to explain their conduct. If the principal is not satisfied with the explanation, further action will be taken as specified in the [Community Standards Policy](#).