

| | |
|----------------------|---|
| Policy Title: | Substance Use |
| Policy Approver: | President’s Office |
| Policy Holders: | Human Resource and Student Infrastructure Support |
| Category: | Operational |
| Original Date: | December 2018 |
| Last Revised: | February 2019 |
| Next Review: | February 2021 |

Policy Statement

Yukon University (YukonU) is committed to providing a safe and healthy work, learning, and living environment for everyone who is part of the University Community. This includes Yukon University students, employees, visitors and members of the public.

As per Occupational Health and Safety legislation across Canada, employers have a duty to provide a safe work environment and take all reasonable precautions to protect the health and safety of employees, students and others in the workplace.

This policy reflects Federal and Territorial legislation that sets parameters around individual rights and responsibilities.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 6th day of February, 2019.

Karen Barnes

February 6, 2019

President, Yukon College

Date

| | | |
|-----------------|--|----------|
| Version: | February 2019 | Revised: |
| Original Date: | December 2018 | Revised: |
| Next Review: | February 2021 | Revised: |
| Policy Holders: | Human Resources; Student Infrastructure Support | Revised: |

1. Purpose of Policy

The purpose of this policy is to:

- a) Ensure that YukonU is in compliance with all Federal and Territorial laws concerning the use of legalized substances inclusive of alcohol, tobacco and cannabis;
- b) Promote education and raise awareness of legalized substances, and connected activities that may impact health, safety and wellbeing;
- c) Promote a culture of safety, health and wellbeing where students are ‘fit to learn’ and employees are ‘fit to work’.

2. Governing Legislation and Relevant Documents

[Age of Majority Act, RSY 2002, c.2](#)

[Campus Housing Standards and Living Handbook](#)

[Cannabis Act, SC 2018 c 16](#) (Federal)

[Cannabis Control and Regulations Act, SY 2018 c.4](#) (Territorial)

[Liquor Act, RSY 2002, c.140](#) (Territorial)

[Occupational Health and Safety Act, RSY 2002 c. 159](#) (Territorial)

[Yukon Smoke Free Places Act, SY 2008, c.8](#) (Territorial)

[Yukon University Academic Regulations and Procedures](#)

[Yukon University Collective Agreement](#)

[Yukon University Code of Ethics](#)

3. Scope

This policy applies to all YukonU students, employees and visitors at YukonU, in both owned and leased facilities, campus housing and all vehicles when on YukonU grounds or being used for YukonU purposes. This also applies at any locations in which individuals are representing or affiliated with YukonU, including field school, practicums, internships, conferences and off-site work meetings.

| | | |
|-----------------|--|----------|
| Version: | February 2019 | Revised: |
| Original Date: | December 2018 | Revised: |
| Next Review: | February 2021 | Revised: |
| Policy Holders: | Human Resources; Student Infrastructure Support | Revised: |

4. Definitions

Alcohol: a colorless volatile flammable liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks, and is also used as an industrial solvent and as fuel.

Cannabis: based on the Yukon Cannabis Control and Regulation Act, the expression Cannabis is defined as follows: *Cannabis means any part of a plant that belongs to the genus Cannabis that has been subjected to a drying process, other than seeds.* Cannabis is most commonly ingested by smoking, eating, or inhaling vapors.

Impairment: means having diminished physical and mental control. This can be caused by a variety of factors, for example, substance use (both legal and illegal), fatigue or illness and can potentially result in diminished attention, decision-making or reflexes. Someone who is impaired may have difficulty completing their work / study tasks safely and may put themselves, colleagues, students and the public in danger.

Legalized substance: legal mind-altering substance including alcohol, cannabis and tobacco.

Liquor: means any beverage that contains more than one-half per cent by volume of absolute alcohol at 16 degrees Celsius.

Minor: means a minor as described in the Age of Majority Act.

Tobacco: The Yukon Smoke Free Places Act defines tobacco product as a product manufactured from tobacco and intended to be smoked.

Yukon University facilities: buildings, spaces, pieces of equipment, amenities, or physical services that support the infrastructure and the diversity of YukonU's student learning opportunities.

5. Procedures

See Addendum A - Procedures Document

| | | |
|-----------------|--|----------|
| Version: | February 2019 | Revised: |
| Original Date: | December 2018 | Revised: |
| Next Review: | February 2021 | Revised: |
| Policy Holders: | Human Resources; Student Infrastructure Support | Revised: |

6. Problem Solving

Members of the YukonU Community who do not comply with this policy may be subject to penalties or disciplinary actions, up to and including termination of employment (staff), dismissal from program (students) or other sanction/s in accordance with Yukon University policies or regulations and any applicable Collective Agreement.

A Visitor who is found to have violated this policy may be required to leave YukonU Facilities and may be subject to further restrictions regarding future access to University Facilities.

Additionally, individuals may be subject to civil, administrative or criminal action, independent of any University action, for violations of any relevant federal and territorial legislation.

7. Other Related and/or Accompanying Documents

Incident Report Form

Addendum A - Procedures Document

Addendum B - Policy Communication Checklist

| | | |
|-----------------|--|----------|
| Version: | February 2019 | Revised: |
| Original Date: | December 2018 | Revised: |
| Next Review: | February 2021 | Revised: |
| Policy Holders: | Human Resources; Student Infrastructure Support | Revised: |

Addendum B - Policy Communication Checklist

Policy Name: Substance Use

Number: 30

Submitted by: Giulia Lucchini and Colleen Wirth

List those consulted with in preparation of this policy:

| Name | Department | Date |
|---|---|-----------------|
| Allan Lucier | ADM Community Justice & Public Safety | June/18/ongoing |
| Patricia Randell | Cannabis Implementation Director Community Justice & Public Safety | June/18/ongoing |
| Mercer | | June/18/ongoing |
| CSSAL | | June/18/ongoing |
| CACUSS | | June/18/ongoing |
| YC Community (including OH&S Committee) | | June/18/ongoing |

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

| | | |
|-----------------|--|----------|
| Version: | February 2019 | Revised: |
| Original Date: | December 2018 | Revised: |
| Next Review: | February 2021 | Revised: |
| Policy Holders: | Human Resources; Student Infrastructure Support | Revised: |

| Body | Communication Planned | Completed | Comments |
|-----------------------------------|----------------------------------|------------------|-----------------|
| SEC | | | |
| Student Union | | | |
| Employee's Union | | | |
| Occupational Health and Safety | | | |
| Academic Council | | | |
| Board or a Board subcommittee | | | |
| <i>Other</i> | | | |
| SEC for Final Review | | | |