

MEDICAL CANNABIS POLICY

Effective Date: __ October 17, 2018 ____ **Policy #:** __ HR-14 A ____

Revision Date: _____

Medical cannabis will be treated the same as all other regularly prescribed medication. New Leaf: Living & Learning Together Inc. 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.

Guidelines

- Employees may only use medical cannabis with appropriate documentation in their names from a qualified health care practitioner as define by the *Access to Cannabis for Medical Purposes Regulations*.
- If an employee must use medical cannabis while at work and requires accommodation to do so, they must inform HR Director or her designate. 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 if accommodation is required.
- 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 general accommodation plan with New Leaf: Living & Learning Together Inc. and their qualified health care practitioner.
- New Leaf will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable.

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.
- New Leaf: Living & Learning Together Inc. 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 smoking regulations.
- Employees who choose to smoke medical cannabis are not permitted to smoke in the presence of other employees.

- New Leaf will determine an appropriate smoking area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

Employee Expectations

Management must:

- 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 employees, their co-workers and clients.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so.
- 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 must:

- Work with New Leaf: Living & Learning Together Inc. to develop accommodation plans that are mutually agreeable.
- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other employee, even those who may have a similar prescription.
- Maintain ongoing communication with management regarding the effects of cannabis on their ability to perform their job duties.
- Never participate in activities which could cause a safety risk, such as driving while under the influence of cannabis.