

Policy Name	THIRD PARTY DRUG & ALCOHOL TESTING		
Policy #	606	Category	600: HEALTH & SAFETY
Steward	Director, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to providing a healthy and safe work environment for all our students and employees.

Suncrest College is committed to ensuring that all work is performed in a safe and responsible manner that meets regulatory and company standards as set out by the Contract and the Third-Party Drug & Alcohol Testing Policy. The policy must adhere to the Canadian Model for Drug and Alcohol testing for safety sensitive environments.

SCOPE

This policy applies to employees working at a third-party location and as outlined in the Contract between Suncrest College and the third party.

PRINCIPLES

The following principles will apply for any third-party drug and alcohol testing for third-party contracts:

1. The safety and well-being of our employees and students is of utmost importance. Drug and alcohol testing as required by a third-party and corresponding contract agreements is to ensure a safe working environment for everyone involved.
2. Testing procedures will be applied consistently and fairly to all employees offered off-campus work. No individual shall be discriminated against based on results of drug and alcohol testing, pursuant to applicable legislation and regulations.
3. Submission to testing is voluntary; however, it is a requirement if the employee accepts the off-campus work.
4. All testing results shall be private and confidential and only shared with authorized personnel in accordance with applicable privacy legislation and regulations.

DEFINITIONS

Third-Party- any external entity or organization that Suncrest College has entered into a contractual agreement with for the provision of services or work.

PROCEDURES

1. The Suncrest College supervisor will notify applicable employees of required Drug & Alcohol testing and provide a copy of the applicable Third Party Drug & Alcohol Testing policy when offering off campus work to the employee.
2. If employee accepts the off-campus work, they must report for work Fit for Duty as per the Third-Party Drug and Alcohol Workplace policy.
3. Employees will adhere to the appropriate Third-Party Drug & Alcohol Workplace Policy.
4. Failure to adhere to the policy will result in an investigation with discipline up to and including termination.
5. Employees will have the right to refuse the work without recourse.
6. All test results will gathered by the supervisor in accordance with the Third Party Drug & Alcohol Workplace Policy and then stored by Human Resources.
7. Testing results will be stored separately from the employee personnel file.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

- Collective Bargaining Agreement, Article 18 Progressive Discipline
- [The Saskatchewan Employment Act](#)
- [The Saskatchewan Human Rights Code](#)

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- [Policy 716: Fit for Duty](#)