

Unicamp Substance Use Policy - Internal
(for Staff, Board Members, and Volunteers)

This version of the Policy is intended as a reference for Unicamp Senior Staff and Board members, with specific information regarding disciplinary procedures with staff.

Discreet alcohol/cannabis consumption is requested.

Serving Alcohol or supplying Tobacco or Cannabis to Minors is illegal. The legal drinking/smoking age is 19 years old. Unicamp will not tolerate any form of supplying or serving Drugs or Alcohol to Minors and will require anyone caught doing so to leave the premises as soon as is consistent with safety.



To have an impact, Unicamp educates its staff and campers along with having a clear, comprehensive, and well-promoted policy. This policy aims to provide a framework for the prevention, screening, early intervention and treatment of alcohol/drug problems experienced by those who work or volunteer with Unicamp.

Unicamp's Substance Use Policy is based on these concerns:

- Community members, of any age and for a wide variety of reasons, may require an environment free of overt drug and alcohol use in order to maintain their health and well being.
- Most parents expect that their children and youth will not be living in an environment where illegal substance use is tolerated.
- If some members of the community use substances illegally or drink to an extreme state, others will feel a pressure to participate. Children and youth are especially vulnerable to such pressure. Some will find it upsetting, or may participate against their own judgement. No one should have to deal with such pressures at Unicamp.
- Members of the Unicamp community who break the rules must be treated with dignity and respect; but ultimately, rules can be enforced only if there are clearly defined and significant sanctions against those who break them.
- When staff members drink to an extreme state, they do not necessarily cross a legal line but they do impact a professional one. Unicamp, its Board, and its Senior Staff need to make space to talk, help, and discuss the consequences of their conduct without immediate dismissal
- Our UU Values call us to foster rehabilitation:
 - People learn from their mistakes
 - People deserve second chances (especially with such a young staff team)
- Alcohol Consumption, Smoking, and Vaping are a part of camp culture, when staff members and adult campers want to take a break. Unicamp wants to acknowledge this reality, with a course of action when an extreme state is exhibited, illegal substances are used, and/or use is not discreet.

Designated Areas: Campers and Guests are requested to *discrete consumption* of smoking and drinking in the designated areas. Smoking tobacco/cannabis is allowed at campsite fire pits, and at the two designated smoking areas: in the parking lot near the tool shed and at the picnic site farthest from Bob's beach. All other areas are smoke-free. Drinking by campers should be limited to their campsites, although occasional drinking takes place at the Dining Hall.

- Unicamp will identify and remove any safety hazards in areas where Smoking and Drinking take place, especially in cases of Unicamp events such as Candlelight Dinner.

Vaping Policy Notes

While Vaping (the use of e-cigarettes) does not produce tobacco smoke, many of the particles produced by vaping contain varying amounts of toxic chemicals which have been linked to cancer, as well as respiratory and heart disease.

Under the Smoke-Free Ontario Act, 2017, you can not vape in any enclosed workplace, enclosed public places, and **all other areas designated as smoke/vape free**. Under Ontario Law, vaping at Unicamp is limited to the Designated Camp Areas, as defined above. Discreet e-cigarette use is requested.

If a Minor (Under 19 years of age) is caught Drinking or Smoking at Unicamp, their parents will be notified immediately.

- Gather as much information as possible about the situation, checking with staff and other campers as necessary
- Parents will have the decision of how to respond. Unicamp recommends that the minor leaves the premises for at least a short period of time
- Unicamp provides info to Parents / Youth regarding support and medical links
- If still unknown, Unicamp will investigate how the Minor accessed drugs/alcohol. Anyone caught supplying or serving alcohol or drugs to minors will be asked to leave the premises as soon as is consistent with safety.

Response for Campers Drinking to Intoxication:

- Unicamp staff reserve the right to limit interaction in programming or camp access use in the event that there is suspicion that a Camper is Intoxicated
- All reasonable efforts will be made to create a safe environment and ensure campers are directed back to their site, including alerting the authorities (police and/or ambulance) in cases of advanced inebriation or lack of compliance.

Policy for Unicamp Staff: All staff members are prohibited from being impaired in the workplace. Staff members are expected to be fit for duty and able to perform their duties safely for the duration of their work hours. While a colleague may notice possible intoxication/impairment, the Camp Director and the staff member's director supervisor(s) have the authority to decide whether the staff member is not fit for duty.

The expectation for all Staff during Kid's Camp is that they will not be intoxicated onsite, whether on- or off-duty.

Unicamp is committed to the health and safety of its employees. Unicamp recognizes that employees under the influence of drugs and/or alcohol may pose serious health and safety risks to themselves, to their fellow employees, to the campers, and to the Unicamp community. This internal policy's purpose is to establish and communicate Unicamp's expectations and guidelines regarding the use of drugs and alcohol in the workplace. If there is any conflict between the terms of this policy and applicable human rights law, the applicable human rights law shall govern.

Response for Staff Members Drinking to Intoxication / Using Illegal Substances / Drinking or Smoking Cannabis while On-Duty:

Immediate response by Camp Director:

- After notification ensure that staff member(s) and those (if any) that they were responsible for are safe and secure
- Meet with their direct supervisor (Head of Ops/HC) or Program Director or Assistant Camp Director
 - Gather as much information about the situation as possible
- Plan with other Senior Staff members to meet with the staff member (See Discipline Procedure)
- Questions that may be used
 - Do you know why we are having this meeting?
 - Tell me what happened
 - What have you learned?
 - What do you think the appropriate consequences are/what happens next?
- Give the staff member this policy
- Explain how their actions impacted the camp community & need for professionalism
- Discuss next steps

Discipline Procedure for a Staff Member of Age (19+ years):

1st Offence - Sit down meeting

- Have them give a written/verbal statement of actions, impact, and next steps
 - Essentially an ownership/apology letter
 - Talk about self-care plan and strategies for coping (this is already and should be continued to be discussed during Staff Training)
 - Specifically what it would look like for them to continue to work
 - Written report goes into employee's staff file and will be disclosed to the Executive Director who will bring it to the Board.

2nd offence - Sit down meeting

- A report should be written and placed in file internally
- Implement a curfew for them or a change in housing if applicable
- 3-day suspension (unpaid and offsite) period

3rd offence- sit down meeting

- Dismissal and report to the Board of directors

***Files of offences will be kept on file for 3 years (for instance if a staff member has their first offence in 2013, the next time an issue occurs in 2014 it would be their 2nd offence not another first offence.). The Camp Director and Executive Director will have copies of the Record of Offenses for all Unicamp Staff and place this information in the Employment File for future Senior Management.*

RESOURCE FOR SENIOR STAFF, BOARD MEMBERS, AND CAMPERS

The Drug and Alcohol Helpline provides information about drug and alcohol addiction services in Ontario. This helpline is live answer 24/7, confidential and free. Services provided include:

- * Provide information about treatment services and supports in your community
- * Listen, offer support and provide strategies to help you meet your goals
- * Provide basic education about drug and alcohol problems

Phone: 1-800-565-8603 - 1-800-565-8603 (Toll Free) - 1-800-565-8603 (Crisis Line)

E-Mail / Web: administration@connexontario.ca

www.drugandalcoholhelpline.ca

Evaluation of Policy

The Executive Director will do a yearly review of this policy to ensure Unicamp meets its legal obligations. The Camp Director will provide yearly feedback about this policy's application at the end of the Summer season and report any cases of staff offenses to ensure proper files are maintained.

Staff Members are required to sign that they have read and understood this Policy.

Staff Name & Position

Date

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