

# Alcohol Use in the Workplace Policy

## 1. Purpose

The purpose of this policy is to provide clear guidelines regarding the use, possession, and impact of alcohol in the workplace to ensure the safety, productivity, and wellbeing of all employees.

## 2. Scope

This policy applies to all employees, contractors, and visitors present at any company premises or engaged in company business, regardless of location.

## 3. Policy Statement

The company prohibits the use, possession, distribution, or being under the influence of alcohol during working hours, on company premises, or while conducting company business offsite, except for approved company events.

## 4. Exceptions

- Alcohol may be permitted at specific company-sponsored functions with prior approval from management.
- Employees are expected to consume alcohol responsibly at such events.

## 5. Employee Responsibility

- Report to work fit for duty and free from the influence of alcohol.
- Notify management if taking medication that may interfere with work performance and may have interactions with alcohol.
- Refrain from bringing alcohol onto company premises at any time, unless management approval is provided for company events.

## 6. Management Responsibility

- Communicate policy requirements to all employees and new hires.
- Respond promptly and confidentially to any concerns or reports of policy violations.
- Lead by example and enforce the policy consistently.

## 7. Disciplinary Actions

Violations of this policy may result in disciplinary action, up to and including termination of employment. Severity of the consequence will depend on the nature and frequency of the violation.

## 8. Support

Employees who may be struggling with alcohol-related issues are encouraged to seek support through the company's Employee Assistance Program or other resources.

## **9. Review**

This policy will be reviewed annually and updated as necessary.

**Effective Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_