

Corporate Drug and Alcohol Guidelines

Purpose

The aim of this guideline is to promote a safe, healthy, and productive workplace by clearly defining the company's policy on drugs and alcohol.

Scope

This guideline applies to all employees, contractors, and visitors while on company premises or engaged in company business.

Policy Statement

- The use, possession, distribution, or sale of illegal drugs or unauthorized alcohol on company premises is strictly prohibited.
- Employees must not report for work or remain at work while under the influence of alcohol, illegal drugs, or controlled substances that impair performance.
- Prescription medications must be used only as directed and must not impair an employee's ability to perform their job safely.

Testing & Screening

| Type of Testing | When Conducted |
|--------------------------------|---|
| Pre-employment | Before onboarding new hires |
| Random | Periodically, without prior notice |
| For Cause/Reasonable Suspicion | When there is evidence or suspicion of impairment |
| Post-incident | Following a workplace incident or accident |

Employee Responsibilities

1. Report any workplace incidents involving drugs or alcohol.
2. Comply with all company testing requirements.
3. Seek assistance if experiencing substance abuse issues.

Disciplinary Action

Violation of these guidelines may result in disciplinary action up to and including termination of employment.

Support & Resources

Employees seeking help with drug or alcohol problems may contact the Employee Assistance Program (EAP) for confidential support.

Approval & Revision

| Approver | Date |
|----------|-------|
| _____ | _____ |