

Organizational Drug-Free Workplace Policy Draft

1. Purpose

The purpose of this policy is to provide a safe, healthy, and productive work environment for all employees by maintaining a workplace free from the unlawful use, possession, distribution, or manufacture of controlled substances and alcohol.

2. Scope

This policy applies to all employees, contractors, interns, and volunteers of the organization, at all organizational locations and while representing the organization in any capacity.

3. Policy Statement

The organization strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or alcohol in the workplace or during work-related activities.

4. Definitions

- **Controlled substances:** Any drug or substance as defined by applicable local, state, or federal law.
- **Workplace:** Any location, temporary or permanent, where organizational activities are performed.
- **Possession:** Having controlled substances or alcohol on one's person, in belongings, or within areas under one's control.

5. Employee Responsibilities

- Comply with the terms of this policy at all times.
- Report to work free from the influence of drugs and alcohol.
- Notify management of any criminal drug conviction occurring in the workplace within five days.

6. Testing and Inspection

The organization reserves the right to conduct drug and alcohol testing in accordance with applicable laws and regulations.

7. Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination of employment, and may also include referral to law enforcement authorities.

8. Assistance and Support

Employees with substance abuse issues are encouraged to seek assistance through the organization's Employee Assistance Program (EAP) or other available resources.

9. Policy Review

This policy will be reviewed periodically and may be amended at any time at the organization's discretion.

Effective Date: _____

Authorized by: _____