

Substance Abuse Prevention Policy Outline

1. Purpose

State the objective of the policy regarding substance abuse prevention within the organization or institution.

2. Scope

Define the individuals, departments, or areas covered by this policy (e.g., employees, students, contractors).

3. Policy Statement

Declare the organization's stance on substance use, possession, and distribution.

4. Definitions

- **Substance:** Define substances covered (e.g., alcohol, illegal drugs, prescription medication misuse, etc.).
- **Abuse:** Clarify what constitutes abuse or misuse under this policy.

5. Prohibited Activities

- Possession or use of illegal substances on organizational premises or during work/study hours.
- Consumption of alcohol outside of approved events.
- Distribution or sale of substances.
- Reporting to work/study under the influence.

6. Prevention and Education

1. Provide information and training on substance abuse prevention.
2. Promote health and wellness programs.
3. Offer resources for assistance and counseling.

7. Procedures

- Reporting suspected substance abuse.
- Investigation and confidentiality process.
- Testing (if applicable).

8. Disciplinary Actions

- Consequences for violating the policy.
- Steps for remediation or support.
- Potential for termination/expulsion or referral to authorities.

9. Support and Resources

- Available counseling and assistance programs.
- External support contacts.

10. Review and Updates

Explain how and when the policy will be reviewed and updated.

