

Substance Misuse Policy

1. Policy Statement

[Insert organization name] is committed to providing a safe, healthy, and productive environment. This policy sets out our position on substance misuse in the workplace.

2. Scope

This policy applies to all employees, contractors, and visitors within the workplace premises.

3. Objectives

- Promote awareness of substance misuse risks.
- Outline procedures for dealing with substance misuse incidents.
- Provide support to affected employees.

4. Definitions

- **Substance Misuse:** The use of illegal drugs or misuse of prescribed/over-the-counter medication and alcohol.
- **Workplace:** Any location where work activities take place.

5. Responsibilities

- **Employees:** Must not be under the influence of substances while at work.
- **Managers:** Responsible for enforcing the policy and supporting affected staff.
- **HR:** To provide guidance and arrange support services where necessary.

6. Procedures

- Reporting suspected substance misuse.
- Investigation process.
- Support and referral to external agencies.
- Disciplinary actions where appropriate.

7. Confidentiality

All cases of substance misuse will be handled confidentially in line with [organization]'s data protection procedures.

8. Monitoring and Review

This policy will be reviewed annually and updated as required.

9. Document Control

- **Version:** []
- **Date of Issue:** []

- **Approved By:** []
- **Review Date:** []