

# 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:** [ ]