

# Workplace Drug and Alcohol Policy Template

## 1. Purpose

This policy outlines the commitment of [Company Name] to maintain a safe, healthy, and productive workplace by addressing the use and influence of drugs and alcohol.

## 2. Scope

This policy applies to all employees, contractors, and visitors at all [Company Name] locations and while performing company business offsite.

## 3. Policy Statement

The possession, use, distribution, or sale of illegal drugs or alcohol on company premises, in company vehicles, or while conducting company business is strictly prohibited.

Employees must not report for duty or remain at work under the influence of drugs or alcohol.

## 4. Prescription and Over-the-Counter Medications

Employees using prescribed or over-the-counter medications that may impair their ability to perform their job safely must notify their supervisor or HR before beginning work.

## 5. Testing

- Pre-employment testing
- Random testing
- Reasonable suspicion testing
- Post-accident testing

Drug and/or alcohol testing may be conducted in accordance with applicable laws.

## 6. Confidentiality

All information relating to drug and alcohol testing and disclosures will be treated as confidential and shared only with those who need to know.

## 7. Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination of employment.

## 8. Assistance

Employees are encouraged to seek assistance if they have a drug or alcohol problem. Support can be provided through an Employee Assistance Program (EAP) or referral service.

## 9. Policy Review

This policy will be reviewed on a regular basis and may be amended at any time at the company's discretion.

## **Approval**

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[Name, Title]

Date: \_\_\_\_\_