

Basic Drug and Alcohol Policy Outline for Workplace Safety

1. Purpose

To promote a safe and healthy work environment by preventing incidents related to drug and alcohol misuse.

2. Scope

This policy applies to all employees, contractors, and visitors at all company locations and during company-sponsored activities.

3. Policy Statement

The use, possession, distribution, or sale of drugs or alcohol in the workplace is strictly prohibited. Employees are expected to report to work fit for duty and remain so during work hours.

4. Prohibited Conduct

- Use or possession of illegal drugs at work
- Consumption or possession of alcohol during working hours
- Impairment on the job due to drugs or alcohol
- Distribution or sale of drugs or alcohol on company premises

5. Prescription and Over-the-Counter Medications

Employees using prescription or over-the-counter medications that may affect their work performance must inform their supervisor, without disclosing the specific medication.

6. Testing

1. Pre-employment testing as required
2. Reasonable suspicion testing
3. Post-incident testing
4. Random testing as per applicable regulations

7. Confidentiality

All information related to drug and alcohol testing and results will be treated as confidential in accordance with applicable laws.

8. Consequences

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

9. Support and Assistance

Employees seeking help for substance abuse issues are encouraged to contact Human Resources regarding support programs or Employee Assistance Programs (EAP).

10. Policy Review

This policy will be reviewed and updated regularly to ensure compliance with laws and best practices.

