

# Drug and Alcohol Management Policy

## 1. Purpose

State the objectives and commitment of the organization to maintaining a drug and alcohol-free workplace.

## 2. Scope

Identify to whom the policy applies (e.g., all employees, contractors, visitors) and where (premises, events, vehicles).

## 3. Definitions

- **Drug:** Define what constitutes a drug in terms of the policy.
- **Alcohol:** Define the reference to alcohol use.
- **Workplace:** Describe locations and situations covered.

## 4. Policy Statement

Outline the organization's stance on drugs and alcohol in the workplace, including prohibitions and expectations.

## 5. Responsibilities

- **Management:** Implementation and enforcement.
- **Employees:** Compliance and reporting obligations.
- **Supervisors:** Monitoring and support.

## 6. Procedures

1. Education and Training
2. Testing and Screening
3. Reporting Incidents
4. Rehabilitation and Support
5. Disciplinary Actions

## 7. Confidentiality

Explain how confidential information will be handled and privacy protected.

## 8. Breaches of Policy

Outline steps to be taken if the policy is violated, potential consequences, and investigation process.

## 9. Support and Assistance

Provide information on Employee Assistance Programs, counseling, and other support mechanisms.

## 10. Review and Monitoring

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

## **11. Policy Approval**

Include space for approval signatures, dates, and contact information for further inquiries.