

Workplace Substance Policy

Effective Date: [Insert Date]

1. Purpose

To ensure the safety, health, and productivity of all employees by maintaining a substance-free workplace.

2. Scope

This policy applies to all employees, contractors, and visitors of [Company Name] during work hours and on all company premises.

3. Policy

- Alcohol, illegal drugs, and unauthorized controlled substances are strictly prohibited in the workplace and during work-related activities.
- Employees must not be impaired by any substance while performing job duties.
- Prescription medications may be used if they do not affect job performance or safety.

4. Responsibilities

- Employees are responsible for complying with this policy.
- Managers must address violations promptly and confidentially.
- Support and resources are available for those seeking help with substance-related issues.

5. Enforcement

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

6. Support

Employees seeking assistance may contact Human Resources for confidential support or referral services.

For questions regarding this policy, please contact HR at [Contact Information].