

Substance Abuse Policy Framework

This policy outlines the Company's approach to substance abuse to ensure a healthy, safe, and productive work environment.

1. Purpose

To prevent the use, possession, or influence of drugs and alcohol in the workplace and to support employees facing substance abuse issues.

2. Scope

This policy applies to all employees, contractors, and visitors on Company premises or when representing the Company.

3. Prohibited Conduct

- Use, possession, distribution, or sale of illegal drugs or controlled substances on company property or during work hours.
- Reporting to work under the influence of alcohol, illegal drugs, or controlled substances.
- Use of legal drugs if it impairs job performance or safety.

4. Prescription Medications

Employees taking prescription medication that may affect work must inform their supervisor or HR for accommodations if necessary.

5. Drug and Alcohol Testing

- Testing may be conducted based on reasonable suspicion, post-incident, or as required by law.
- Refusal to comply with testing may result in disciplinary action.

6. Support and Rehabilitation

- Employees are encouraged to seek help for substance abuse problems.
- Access to Employee Assistance Programs (EAP) and confidential support will be provided.

7. Disciplinary Action

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

8. Confidentiality

All information related to substance abuse cases will be kept confidential and shared only on a need-to-know basis.

Effective Date: [Insert Date]

