

Health and Safety Drug Policy

1. Policy Statement

[Company Name] is committed to providing a safe, healthy, and productive workplace for all employees. The misuse of drugs and alcohol can impair job performance and jeopardize the safety of the individual and colleagues. This policy applies to all employees, contractors, and visitors.

2. Purpose

The purpose of this policy is to ensure a work environment free from the effects of drugs and alcohol, thereby safeguarding employee well-being and upholding organizational standards.

3. Scope

This policy applies to all personnel at all sites and locations operated by [Company Name].

4. Prohibited Substances and Actions

- Possession, use, distribution, or sale of illegal drugs or unauthorized substances on company premises.
- Reporting to work under the influence of drugs or alcohol.
- Misuse of prescribed or over-the-counter medications.

5. Responsibilities

Employees: Must comply with this policy and report any breaches or hazards to management.

Supervisors/Managers: Responsible for enforcing the policy and providing support or guidance where required.

6. Support & Assistance

Employees with substance-related concerns are encouraged to seek help from the company's Employee Assistance Program (EAP) or a qualified professional.

7. Disciplinary Actions

Violations of this policy may result in disciplinary action, up to and including dismissal, consistent with company procedures.

8. Confidentiality

All matters related to substance misuse are handled confidentially to the extent possible.

9. Review

This policy is reviewed annually and may be updated to reflect changes in legislation or company requirements.

Authorized Signature

Date