

Worksite Drug and Alcohol Use Policy Draft

1. Purpose

The purpose of this policy is to provide a safe, healthy, and productive working environment by prohibiting the use, possession, distribution, or impairment caused by illegal drugs and alcohol at the worksite.

2. Scope

This policy applies to all employees, contractors, visitors, and temporary staff at all company worksites.

3. Policy

- No employee shall use, possess, distribute, or be under the influence of illegal drugs or alcohol while at the worksite or while performing work duties.
- Prescription medications that may impair job performance must be reported to a supervisor or manager.
- The company reserves the right to conduct drug and alcohol testing in accordance with applicable laws.
- Breach of this policy may result in disciplinary action, up to and including termination of employment.

4. Employee Assistance

Employees are encouraged to seek help for substance use issues. The company may provide access to support programs or resources.

5. Responsibilities

- Employees must comply with this policy and report concerns to their supervisor.
- Supervisors must enforce the policy and handle all reports confidentially.

6. Confidentiality

All information regarding drug and alcohol use will be handled sensitively and confidentially, except where disclosure is required by law.

7. Policy Review

This policy will be reviewed periodically and updated as necessary to ensure ongoing compliance and relevance.

Date: _____

Approved by: _____