

Zero Tolerance Drug and Alcohol Policy

1. Purpose

This policy establishes the framework for maintaining a safe and productive environment by prohibiting the use, possession, sale, or influence of drugs and alcohol in the workplace.

2. Scope

This policy applies to all employees, contractors, visitors, and volunteers at all company locations and during work-related activities offsite.

3. Policy Statement

- The company maintains a zero tolerance for the use, possession, distribution, or sale of illegal drugs and alcohol in the workplace.
- Employees must not be under the influence of drugs or alcohol during work hours or while representing the company.
- The use of prescription drugs that may impair performance must be reported to management.

4. Prohibited Conduct

- Possession, consumption, or distribution of illegal drugs or alcohol during work hours or on company premises.
- Reporting to work under the influence of drugs or alcohol.
- Using company property or vehicles while impaired.

5. Testing

The company reserves the right to conduct drug and alcohol testing under the following circumstances:

- Pre-employment screening
- Post-incident or accident
- Reasonable suspicion
- Random testing (as applicable)

6. Disciplinary Action

- Any violation of this policy will result in disciplinary action, up to and including immediate termination.

7. Assistance

Employees seeking help for substance abuse are encouraged to contact Human Resources for information about counseling or support services.

8. Acknowledgement

All employees are required to acknowledge their understanding and acceptance of this policy.