

Alcohol and Drug Use Guidelines for Staff

Purpose

These guidelines set forth the expectations and responsibilities related to alcohol and drug use for all staff. The goal is to promote a safe and healthy workplace environment.

Scope

These guidelines apply to all employees and contractors working on behalf of the organization, at all locations and during all work-related activities.

Guidelines

1. The use, possession, distribution, or sale of illegal drugs or alcohol on company premises or while conducting company business is strictly prohibited.
2. Staff must not report to work or perform job duties while under the influence of alcohol, illegal drugs, or improperly used prescription medications.
3. Prescribed medication that may affect work performance should be disclosed to a supervisor or HR, as appropriate.
4. Participation in work-sponsored social events involving alcohol must always be responsible and in accordance with company policies.
5. Any violation of these guidelines may result in disciplinary action, up to and including termination of employment.

Support

The organization encourages staff to seek help if they are experiencing problems related to alcohol or drug use. Confidential support and resources are available.

Contacts

For questions or concerns regarding these guidelines, please contact the Human Resources department.