

Basic Employee Drug and Alcohol Policy Outline

1. Purpose

This policy establishes guidelines to promote a safe, healthy, and productive workplace by preventing substance abuse.

2. Scope

This policy applies to all employees, contractors, and temporary staff of the company during work hours and on company premises.

3. Prohibited Conduct

- Possession, use, sale, or distribution of illegal drugs/alcohol during work hours or on company property.
- Reporting to work under the influence of drugs or alcohol.
- Misuse of prescription or over-the-counter drugs that impair performance.

4. Drug and Alcohol Testing

- Pre-employment testing
- Reasonable suspicion testing
- Post-accident testing
- Random or periodic testing, as applicable

5. Employee Assistance

Employees may voluntarily seek assistance for substance abuse without fear of retaliation, before violating this policy.

6. Disciplinary Actions

Violations may result in disciplinary actions up to and including termination of employment, in accordance with company procedures.

7. Confidentiality

All information related to drug and alcohol testing and results will be kept confidential, in compliance with applicable laws.

8. Policy Acknowledgement

Employees must sign an acknowledgement confirming they have read and understand this policy.