

# Basic Employee Drug and Alcohol Policy Outline

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## 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.