

# Company Drug and Alcohol Procedure Template

## 1. Purpose

The purpose of this procedure is to ensure a safe, healthy, and productive work environment that is free from the negative effects of drug and alcohol use. This procedure outlines the company's expectations and requirements regarding the use, possession, and influence of drugs and alcohol in the workplace.

## 2. Scope

This procedure applies to all employees, contractors, and visitors at all company locations and during any company-related activities.

## 3. Definitions

Term	Definition
Drugs	Any substance (prescribed or illicit) that has the potential to impair a person's ability to perform safely and effectively.
Alcohol	Beverages containing ethanol, such as beer, wine, and spirits, that can impair cognitive and motor functions.
Impairment	A condition in which normal physical or mental abilities are diminished due to the use of drugs or alcohol.

## 4. Responsibilities

- **Management:** Ensure the implementation and communication of this procedure. Respond to violations in accordance with disciplinary procedures.
- **Employees:** Comply with all provisions of this procedure and report concerns related to drugs or alcohol in the workplace.
- **Human Resources:** Provide training, support, and guidance on drug and alcohol issues as required.

## 5. Procedure

### 5.1 Prohibited Conduct

- Use, possession, distribution, or sale of drugs or alcohol on company premises or while conducting company business is strictly prohibited.
- Reporting to work under the influence of drugs or alcohol is strictly prohibited.

### 5.2 Prescribed Medication

- Employees taking prescribed medication must inform their supervisor if the medication may interfere with the safe performance of their duties.

### 5.3 Testing

- The company reserves the right to conduct drug and alcohol testing in cases of reasonable suspicion, post-incident, or when required by law or contractual obligation.

## 5.4 Support and Rehabilitation

- Employees struggling with substance abuse are encouraged to seek assistance through the company's confidential Employee Assistance Program (EAP) or by contacting Human Resources.

## 5.5 Disciplinary Measures

- Failure to comply with this procedure may result in disciplinary action, up to and including termination of employment.

## 6. Confidentiality

All matters relating to drug and alcohol use will be handled in strict confidence, in accordance with applicable laws and company policy.

## 7. Review

This procedure will be reviewed annually or as required to ensure its effectiveness and compliance with relevant legislation.

## 8. Acknowledgement

I acknowledge that I have read and understood the Company Drug and Alcohol Procedure.

Name	Signature	Date