

# Controlled Substances Workplace Policy

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

## Purpose

This policy establishes guidelines to ensure a safe, healthy, and productive workplace free from the unlawful possession, use, manufacture, or distribution of controlled substances.

## Scope

This policy applies to all employees, contractors, and visitors at all locations owned or operated by the Company.

## Policy

1. **Prohibited Conduct:** The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is strictly prohibited during work hours, on Company property, or while conducting Company business offsite.
2. **Prescription Medications:** Employees taking legally prescribed medications must inform their supervisor if such use may affect their work performance or the safety of others.
3. **Testing:** The Company may require drug testing as permitted by law, including pre-employment, random, reasonable suspicion, and post-incident testing.
4. **Reporting Violations:** Employees must notify their supervisor of any criminal drug statute conviction occurring in the workplace, no later than five days after such conviction.

## Consequences

Violations of this policy may result in disciplinary action up to and including termination of employment and/or referral for prosecution.

## Support and Assistance

Employees seeking assistance for substance dependency may contact the Company's Employee Assistance Program (EAP) or Human Resources for confidential support and resources.

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Employee Signature

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Date