

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

- 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.
- Prescription Medications:** Employees taking legally prescribed medications must inform their supervisor if such use may affect their work performance or the safety of others.
- Testing:** The Company may require drug testing as permitted by law, including pre-employment, random, reasonable suspicion, and post-incident testing.
- 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.

Employee Signature

Date