

# Employee Code of Conduct: Substance Policy

## 1. Purpose

The purpose of this Substance Policy is to promote a safe, healthy, and productive work environment for all employees by prohibiting the unauthorized use, possession, distribution, or influence of substances in the workplace.

## 2. Scope

This policy applies to all employees, contractors, interns, and visitors of [Company Name] within company premises and during work-related activities.

## 3. Policy Guidelines

1. The use, possession, sale, or distribution of illegal drugs and unauthorized controlled substances is strictly prohibited on company premises and during company activities.
2. Employees must not report to work or perform work duties while under the influence of illegal drugs, alcohol, or any substance that impairs functioning.
3. Prescription drugs or over-the-counter medications that may affect job performance must be used responsibly and reported to supervisors as required.
4. Alcohol consumption during work hours or on company property is prohibited except where expressly permitted for approved events.
5. Employees are required to cooperate fully with any investigations or testing procedures related to this policy.

## 4. Definitions

### Illegal Drugs

Any drug or controlled substance not prescribed or legally obtained.

### Substance

Includes illegal drugs, alcohol, inhalants, and misuse of prescribed or over-the-counter medications.

## 5. Testing

The company reserves the right to require drug or alcohol testing in accordance with applicable laws and regulations.

## 6. Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## 7. Support and Assistance

Employees seeking help for substance use issues are encouraged to contact Human Resources or utilize Employee Assistance Programs.