

# **Employee Substance Misuse Prevention Policy**

## **1. Purpose**

The purpose of this policy is to support the health, safety, and productivity of all employees by preventing substance misuse in the workplace.

## **2. Scope**

This policy applies to all employees, contractors, and volunteers of [Company Name] at all locations and during all work-related activities.

## **3. Policy Statement**

[Company Name] is committed to maintaining a workplace free from the effects of alcohol, illegal drugs, and misuse of prescription substances. The use, possession, distribution, or sale of such substances is strictly prohibited during work hours, on company premises, or while conducting company business.

## **4. Employee Responsibilities**

- Refrain from using or being under the influence of substances while at work.
- Report to work fit for duty and able to perform job responsibilities safely and efficiently.
- Report any observed substance use or impairment to a supervisor or Human Resources.
- Comply with all applicable local, state, and federal laws regarding substance use.

## **5. Company Actions**

- Provide education on substance misuse and resources for assistance.
- Investigate suspected breaches of this policy in a fair and confidential manner.
- Take appropriate disciplinary measures, up to and including termination, for violations.
- Offer support and possible accommodation to employees who voluntarily seek help for substance misuse concerns.

## **6. Confidentiality**

All information concerning substance misuse investigations and employee assistance will be handled with strict confidentiality, except as required by law.

## **7. Acknowledgement**

Employees are required to acknowledge that they have read, understood, and agreed to comply with this policy.