

Standard Workplace Intoxicant Policy Model

Effective Date: _____

Approved By: _____

1. Purpose

The purpose of this policy is to promote a safe, healthy, and productive work environment by prohibiting the use, possession, distribution, or being under the influence of intoxicants in the workplace.

2. Scope

This policy applies to all employees, contractors, visitors, and volunteers on Company premises or when representing the Company.

3. Definitions

- **Intoxicants:** Includes alcohol, illegal drugs, prescription drugs (when abused), and any substance that may impair performance or safety.
- **Workplace:** Any location where company business is conducted, including vehicles and off-site work activities.

4. Policy Statement

1. The use, possession, distribution, or sale of intoxicants is strictly prohibited on all company premises and during working hours.
2. Employees are expected to report to work and remain free from intoxicants while performing company duties.
3. The use of prescription or over-the-counter medications that may impair performance must be reported to management, with appropriate documentation.
4. Exceptions may be made for authorized events where alcohol consumption is permitted, with prior management approval.

5. Testing

The company reserves the right to require intoxicant testing in cases of reasonable suspicion, post-incident, or as permitted by law.

6. Disciplinary Action

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

7. Employee Assistance

Employees seeking help for substance-related problems are encouraged to contact the Employee Assistance

Program (EAP) or Human Resources.

8. Acknowledgment

I have read and understand the Standard Workplace Intoxicant Policy.

Employee Name: _____ Date: _____

Signature: _____