

# Substance Abuse Policy Template

## 1. Purpose

This Substance Abuse Policy is designed to provide a safe, healthy, and productive work environment for all employees of [Organization Name]. Our aim is to prevent and address substance abuse that could affect safety, performance, or reputation of our organization.

## 2. Scope

This policy applies to all employees, contractors, and temporary staff of [Organization Name], across all locations and worksites.

## 3. Policy Statement

The use, possession, distribution, or sale of illegal drugs, controlled substances, or alcohol on company premises or while performing work-related duties is strictly prohibited. Employees are required to report to work free from the influence of any substances that could impair job performance.

## 4. Definitions

- Substance Abuse:** The misuse of drugs or alcohol, including illegal drugs, prescription medications, or any substance that impairs work performance or safety.
- Workplace:** Any location or situation where business-related activities are conducted, including remote and off-site locations.

## 5. Employee Responsibilities

- Abide by this policy at all times while at work or representing the organization.
- Report any concerns or suspected violations to management or HR.
- Seek assistance if experiencing substance-related issues, as support and resources are available.

## 6. Manager Responsibilities

- Promote awareness of this policy among all staff.
- Respond promptly and confidentially to any reported or suspected violations.
- Refer employees to appropriate support and assistance programs when needed.

## 7. Testing

[Organization Name] reserves the right to conduct drug and alcohol testing for reasonable cause, following workplace incidents, or as required by law.

## 8. Disciplinary Action

Any employee found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## 9. Confidentiality

All information about substance abuse-related matters will be handled with strict confidentiality in accordance with applicable laws and regulations.

## **10. Policy Review**

This policy will be reviewed regularly and updated as necessary to ensure ongoing compliance and effectiveness.

**Policy Effective Date:** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_