

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: _____