

# Workplace Substance Use Policy (Draft)

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

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## 1. Purpose

The purpose of this Workplace Substance Use Policy is to provide a safe, healthy, and productive work environment by minimizing risks associated with substance use.

## 2. Scope

This policy applies to all employees, contractors, interns, and visitors at all company locations and company-sponsored events.

## 3. Definitions

- **Substances:** Includes alcohol, cannabis, illegal drugs, prescription medications used without authorization or inappropriately, and other intoxicating or mind-altering substances.
- **Impairment:** When a person's ability to safely and effectively perform their job is negatively affected by substances.

## 4. Policy

1. The use, possession, distribution, or sale of substances is strictly prohibited on company premises and during working hours, except for approved medications.
2. Employees are expected to report fit for duty and remain unimpaired during work hours.
3. Employees taking prescription or over-the-counter medication which may impair work performance must notify their supervisor or HR, as appropriate.
4. Reporting to work under the influence of substances is grounds for disciplinary action, up to and including termination.

## 5. Support and Accommodation

The company encourages employees with substance use problems to seek assistance. Requests for accommodation or leave will be managed in accordance with applicable laws and company policies.

## 6. Roles and Responsibilities

- **Employees:** Responsible for adhering to this policy and reporting concerns to management.
- **Managers/Supervisors:** Responsible for enforcing this policy and supporting employees who seek assistance.
- **Human Resources:** Provides guidance, support, and resources for policy implementation and employee assistance.

## 7. Confidentiality

All information disclosed regarding substance use or accommodations will be treated confidentially and in accordance with privacy laws.

## **8. Disciplinary Action**

Violations of this policy may result in disciplinary measures, including suspension or termination of employment.

## **9. Policy Review**

This policy will be reviewed regularly and updated as required.

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### **Employee Acknowledgement**

I acknowledge that I have read and understood the Workplace Substance Use Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_