

# Company Narcotics and Alcohol Policy

**Effective Date:** [Insert Date]

**Policy Number:** [Insert Number]

## 1. Purpose

This policy sets forth the Company's position on the use, possession, and influence of narcotics and alcohol in the workplace. The Company is committed to providing a safe, healthy, and productive environment for all employees.

## 2. Scope

This policy applies to all employees, contractors, and visitors at all Company locations, including offices, worksites, vehicles, and events sponsored by the Company.

## 3. Policy

- The use, possession, sale, or distribution of illegal drugs or unauthorized controlled substances on Company premises is strictly prohibited.
- Employees must not report to work or perform work duties while under the influence of alcohol, narcotics, or any illegal drugs.
- Alcohol may only be consumed at Company events when expressly permitted by Management.
- The misuse of prescription or over-the-counter medication that impairs the ability to perform duties is not permitted.

## 4. Employee Responsibilities

- Comply fully with the Narcotics and Alcohol Policy at all times.
- Notify their supervisor, HR, or Management if they observe or suspect violations of this policy.
- Safely and legally use prescribed medication and notify Management if it may affect work performance.

## 5. Procedures and Enforcement

- Violations of this policy may result in disciplinary action, up to and including termination.
- The Company may conduct drug and alcohol testing when there is reasonable suspicion or as required by law.
- Employees may be referred to counseling, rehabilitation, or other support resources as appropriate.

## 6. Confidentiality

All reports and records of policy violations, testing, and treatment will be kept confidential to the extent permitted by law.

## 7. Policy Review

This policy will be reviewed annually and updated as necessary.

### Questions

For questions regarding this policy, please contact Human Resources.

