

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.

