

Controlled Substances Workplace Policy

1. Purpose

This policy document outlines the organizational framework concerning the use, possession, distribution, and handling of controlled substances within the workplace. The intention is to maintain a safe and productive working environment in compliance with all applicable laws and regulations.

2. Scope

This policy applies to all employees, contractors, interns, volunteers, and visitors at all company premises and during any off-site work-related activities.

3. Policy Statement

- The unauthorized use, possession, sale, distribution, or manufacture of controlled substances on company premises, in company vehicles, or during company business is strictly prohibited.
- Employees are required to report any use of prescribed controlled substances that may impact their ability to perform their job safely and effectively.
- The organization reserves the right to conduct searches and/or drug tests as permitted by applicable laws and company procedures.

4. Responsibilities

- Employees must comply with all aspects of this policy and are responsible for reporting violations promptly.
- Supervisors are responsible for enforcing the policy and maintaining confidentiality where appropriate.
- Human Resources is responsible for policy communication, documentation, and record-keeping.

5. Disciplinary Actions

Violation of this policy may result in disciplinary action up to and including termination of employment, as well as possible legal consequences.

6. Policy Review

This policy shall be reviewed annually or upon significant changes in legislation or company procedures.

7. Acknowledgment

All employees are required to acknowledge receipt and understanding of this policy.

Signature Date

Printed Name Position