

# 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