

Corporate Substance Use Policy Draft

1. Purpose

This policy outlines the Company's position regarding the use, possession, distribution, and sale of substances in the workplace and during work-related activities, with the aim to provide a safe, healthy, and productive environment for all employees.

2. Scope

This policy applies to all employees, contractors, interns, and visitors at all Company premises and during any activity connected to the Company.

3. Policy

- Prohibited Substances:** The use, possession, distribution, or sale of illegal drugs, controlled substances without prescription, or alcohol is not permitted in the workplace or during Company-related activities.
- Prescription & Over-the-Counter Medications:** Employees who are taking medication that may impair their ability to perform their job safely should notify their manager or HR.
- Alcohol Consumption:** Alcohol may only be consumed at Company events with prior written approval from management and must be consumed responsibly.
- Testing:** The Company reserves the right to conduct substance testing in accordance with applicable laws, especially in the event of accidents or reasonable suspicion.

4. Responsibilities

- All employees are expected to comply with this policy and report any policy violations.
- Managers are responsible for enforcing the policy and managing any incidents in accordance with established procedures.

5. Support & Assistance

The Company is committed to supporting employees who seek help for substance-related issues. Employees are encouraged to access available resources, such as counseling or employee assistance programs.

6. Violations & Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment, consistent with Company guidelines and local regulations.

7. Policy Review

This policy will be reviewed periodically to ensure compliance with relevant laws and Company values. Updates will be communicated to all employees.

8. Acknowledgement

All employees will be required to acknowledge that they have read and understood this policy.