

Illicit Drug and Alcohol Use Policy Framework

1. Purpose

This policy framework establishes guidelines to promote a safe, healthy, and productive environment by addressing the use of illicit drugs and alcohol. It outlines preventive measures, resources, and responsibilities to minimize risks associated with substance use.

2. Scope

This policy applies to all employees, contractors, visitors, and others engaged in activities within the organization's premises and during organizational events or functions.

3. Policy Statement

- The organization strictly prohibits the use, possession, distribution, or sale of illicit drugs and unauthorized alcohol on premises.
- Employees must not report to work under the influence of illicit drugs or alcohol.
- Compliance with all applicable laws and regulations regarding drug and alcohol use is expected.

4. Prevention and Education

- Educational resources and training will be provided to promote awareness of the risks associated with substance use.
- Access to support and counseling services for those affected by drug or alcohol issues will be made available.

5. Responsibilities

- **Employees:** Adhere to policy requirements; seek assistance if facing substance-related challenges.
- **Managers/Supervisors:** Monitor compliance; provide support and guidance; address violations promptly and confidentially.
- **Human Resources:** Ensure access to resources; maintain records and manage investigations discreetly.

6. Violations and Disciplinary Action

- Violations may result in disciplinary action up to and including termination of employment.
- Where required, reporting to authorities will be made in accordance with the law.

7. Related Policies and References

- Occupational Health and Safety Policy
- Code of Conduct
- Employee Assistance Program

8. Review

This policy framework will be reviewed regularly to ensure its continued effectiveness and compliance with legal and organizational requirements.

