

Organizational Alcohol and Drug Policy

1. Purpose

This document outlines the organization's policy regarding the use, possession, and distribution of alcohol and drugs in the workplace, in order to maintain a safe, productive, and healthy work environment.

2. Scope

This policy applies to all employees, contractors, volunteers, and visitors present on organizational premises or participating in official activities offsite.

3. Policy Statement

- The possession, use, sale, distribution, or consumption of illegal drugs or unauthorized controlled substances in the workplace is strictly prohibited.
- Alcohol consumption is not permitted during work hours or on organizational premises except for sanctioned events with prior authorization.
- Employees are expected to report to work free from the influence of alcohol or drugs.

4. Prescription Medication

Employees using prescribed medications that may impair their ability to perform work safely must inform their supervisor or Human Resources to discuss necessary accommodations.

5. Testing

1. The organization reserves the right to require drug and alcohol testing under the following circumstances:
 - Pre-employment screening
 - Random testing (if applicable)
 - Reasonable suspicion
 - Post-incident or accident

6. Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment, and, where applicable, legal action.

7. Assistance and Support

The organization encourages employees with substance abuse issues to seek help and may provide information on support programs or Employee Assistance Programs (EAP).

8. Policy Review

This policy will be reviewed periodically and updated as necessary.

9. Acknowledgment

All employees are required to acknowledge that they have read, understood, and will comply with this policy.