

# 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.