

Staff Drug-Free Workplace Policy Sheet

Purpose

This policy is established to ensure a safe, healthy, and productive work environment by maintaining a drug-free workplace for all staff.

Policy Statement

It is the policy of this organization to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Applicability

This policy applies to all employees of the organization, regardless of position or employment status.

Prohibited Conduct

- Possessing, using, or being under the influence of illegal drugs or controlled substances during work hours or on organization property.
- Selling, distributing, or manufacturing illegal drugs or controlled substances in the workplace.

Prescription Drugs

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job safely and effectively.

Consequences of Violation

- Violations of this policy may result in disciplinary action up to and including termination of employment.
- Where appropriate or required, violations may be reported to law enforcement authorities.

Employee Assistance

Employees who have problems with substance abuse are encouraged to seek assistance through resources provided by the organization or external support services.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the Staff Drug-Free Workplace Policy. I agree to comply with the provisions of this policy.

Date

Employee Name (Please Print)

