

Substance Abuse Policy Template

Effective Date: _____

Review Date: _____

1. Purpose

The purpose of this policy is to ensure a safe, healthy, and productive workplace by prohibiting the use, possession, distribution, or sale of substances that may adversely affect employee performance or safety.

2. Scope

This policy applies to all employees, contractors, and visitors at [Company Name] premises or while conducting company business.

3. Policy

- The use, possession, distribution, or sale of illegal drugs, controlled substances, or alcohol while on company premises or during company business is strictly prohibited.
- Employees are required to report to work in a fit and sober condition, able to perform their duties safely and effectively.
- The misuse of prescription or over-the-counter medications in a manner that impairs job performance or safety is prohibited.

4. Testing

[Company Name] may require drug and/or alcohol testing under circumstances such as pre-employment screening, reasonable suspicion, post-accident, or as required by applicable laws and regulations.

5. Confidentiality

All matters related to substance abuse and testing will be handled confidentially and shared only with those who need to know to implement this policy.

6. Consequences of Policy Violation

Violation of this policy may result in disciplinary action, up to and including termination of employment. Employees may also be required to participate in rehabilitation or counseling programs.

7. Employee Assistance

Employees seeking assistance with substance abuse issues are encouraged to contact Human Resources

to obtain information about available resources and support programs.

8. Policy Review

This policy will be reviewed periodically and updated as necessary to comply with applicable laws and best practices.

Approved by: _____ **Date:** _____

Employee Acknowledgment:

I acknowledge that I have read, understood, and agree to comply with the Substance Abuse Policy.

Name: _____ Signature: _____ Date: _____
