

# Workplace Drug and Alcohol Policy Outline

## 1. Purpose

This policy establishes guidelines to ensure a safe, healthy, and productive work environment by prohibiting the misuse of drugs and alcohol in the workplace.

## 2. Scope

This policy applies to all employees, contractors, and visitors within company premises or while conducting company business.

## 3. Policy Statement

- The possession, use, distribution, or sale of illicit drugs and alcohol while on company premises or during work hours is strictly prohibited.
- Employees are expected to perform their work duties free from the influence of illegal drugs or alcohol.

## 4. Definitions

- **Drug:** Any controlled substance as defined by law, excluding appropriately prescribed medications.
- **Alcohol:** Any beverage containing ethyl alcohol.

## 5. Employee Responsibilities

- Comply with all aspects of this policy.
- Report any violations or concerns to their supervisor or HR.

## 6. Prohibited Conduct

- Reporting to work under the influence of drugs or alcohol.
- Using, possessing, or distributing drugs or alcohol while on company property or performing company business.

## 7. Testing

- Pre-employment, post-incident, reasonable suspicion, or random testing may be implemented as permitted by law.

## 8. Support and Rehabilitation

- Employees seeking help for substance abuse may receive support through the company's Employee Assistance Program (EAP).

## 9. Disciplinary Action

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

## 10. Policy Review

- This policy will be reviewed periodically and updated as necessary.

