

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.

