

## **DRUG- AND ALCOHOL-FREE POLICY – SAMPLE**

It is the policy of \_\_\_\_\_ to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. \_\_\_\_\_ also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours.

In addition, the \_\_\_\_\_ prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**PRE-EMPLOYMENT:** As required by the company for all prospective employees who receive a conditional offer of employment.

**FOR CAUSE:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

**RANDOM:** As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Employees or job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical reviewer officer after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company.

### **PROCEDURE:**

In cases where this policy is violated, we will take the following actions:

**First Offense:** "Under the Influence" of a substance (i.e. alcohol, controlled)  
Employee receives counseling/a written warning.

**Second Offense:** "Under the Influence" of substance (i.e. alcohol, controlled)  
Employee is immediately given a written warning/termination.

**Third Offense:** "Under the Influence" of a substance (i.e. alcohol, controlled)  
Employee is immediately terminated.

If an employee is drinking or using an illegal substance on company premises, the employee will be immediately terminated.

offers an Employee Assistance (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral, and short-term counseling for employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance; but the cost of such outside services is the employee's responsibility.

Confidentiality is assured and NO information regarding the nature of the personal problem will be made available to supervisors, nor will it be included in the permanent personnel file.

The company offers resources information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs.