

## Sample Drug-Free Workplace Policy

It is the policy of {INSERT COMPANY NAME} to maintain a safe and healthy workplace that is free of the effects of drug abuse. This policy covers all employees while conducting {INSERT COMPANY NAME} business whether on or off the {INSERT COMPANY NAME}'s premises and volunteers, vendors and guests on the premises of the {INSERT COMPANY NAME} or at {INSERT COMPANY NAME} related events or meetings. Violation of any part of this policy by an employee may result in corrective action, up to and including termination of employment.

Employees, volunteers, vendors, and guests of {INSERT COMPANY NAME} are prohibited from the use, sale, dispensing, distribution, possession, manufacture, or being under the influence of drugs that are illegal under any federal, state, or local law, including marijuana, prescription drugs without a valid prescription, inhalants, or narcotic substances on the {INSERT COMPANY NAME}'s premises, at {INSERT COMPANY NAME} events or while conducting {INSERT COMPANY NAME} business, whether on or off the {INSERT COMPANY NAME}'s premises. In addition, employees are prohibited from the possession, use or sale of illegal drugs because such activities adversely affect job performance, job safety, or the {INSERT COMPANY NAME}'s reputation in the community.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this Drug-Free Workplace Policy to intentionally misuse and/or abuse prescription medications. Appropriate corrective action will be taken if job performance deteriorates, if the use of a substance prevents or is a contributing factor in causing the employee to not be able to fully perform their job, if accidents occur or if the employee constitutes a threat to the property or safety of the {INSERT COMPANY NAME}, co-workers or others.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

Employees are required to notify their designated Human Resources executive within five calendar days should they receive a conviction for a violation of a criminal drug statute in the workplace or a conviction for operating a motor vehicle while under the influence. Vendors will be subject to penalties that may include loss of contract for violation of this policy. Guests will be subject to being barred from {INSERT COMPANY NAME} activities, and volunteers will be subject to being removed from their positions and/or further participation with the {INSERT COMPANY NAME}.

Employees who are experiencing work-related concerns resulting from substance abuse or dependency, may request, or be required, to seek counseling or other appropriate assistance from {INSERT COMPANY NAME} sponsored Employee Assistance Program. Failure to cooperate with, complete or maintain an agreed-upon treatment plan may result in corrective action, up to and including termination. Participation in a treatment program does not insulate an employee from corrective action for a violation(s) of this or other {INSERT COMPANY NAME} policies.

The Employee Assistance Program is available to provide free and confidential counseling and information regarding the dangers of substance abuse in the workplace. Additionally, medical treatment is available to employees participating in the group insurance plans under the terms of those plans. In accordance with {INSERT COMPANY NAME}'s leave policies, any employee may request a leave of absence to undertake rehabilitation treatment and be provided protections as noted within the applicable leave.

## **Sample Alcohol Policy**

It is the policy of {INSERT COMPANY NAME} to maintain a safe and healthy workplace that is free of the effects of alcohol abuse. This policy covers all employees while conducting {INSERT COMPANY NAME} business whether on or off the {INSERT COMPANY NAME}'s premises, and volunteers, vendors, and guests on the premises of the {INSERT COMPANY NAME} or at {INSERT COMPANY NAME} related events or meetings.

Employees, volunteers, vendors, and guests of {INSERT COMPANY NAME} are prohibited from consuming alcohol on {INSERT COMPANY NAME}'s premises. Employees may consume alcoholic beverages at appropriate off premises {INSERT COMPANY NAME} functions, however, if employees choose to consume alcohol at such functions, they must do so responsibly, and conduct themselves properly, and professionally at all times. Failure to do so can result in corrective action up to and including termination.

Employees are required to notify their designated Human Resources executive within five calendar days should they receive a conviction for a violation of a criminal drug statute in the workplace or a conviction for operating a motor vehicle while under the influence. Employees who are experiencing work-related concerns resulting from substance abuse or dependency, may request, or be required, to seek counseling or other appropriate assistance from {INSERT COMPANY NAME} sponsored Employee Assistance Program. Failure to cooperate with, complete or maintain an agreed-upon treatment plan may result in corrective action, up to and including termination. Participation in a treatment program does not insulate an employee from corrective action for a violation(s) of this or other {INSERT COMPANY NAME} policies.

The Employee Assistance Program is available to provide free and confidential counseling and information regarding the dangers of substance abuse in the workplace. Additionally, medical treatment is available to employees participating in the group insurance plans under the terms of those plans. In accordance with {INSERT COMPANY NAME}'s leave policies, any employees may request a leave of absence to undertake rehabilitation treatment and be provided protections as noted within the applicable leave.