

## Drug and alcohol policy template

Welcome to our organization! As part of our commitment to maintaining a safe and productive work environment, we have established a drug and alcohol policy. This policy outlines our expectations regarding the use of drugs and alcohol in the workplace.

**1. Prohibited substances:** The use, possession, distribution, or sale of illegal drugs or alcohol on company premises is strictly prohibited. This includes marijuana, even in states where it is legal.

**2. Testing:** We reserve the right to conduct drug and alcohol testing as part of our pre-employment screening process and randomly throughout employment. Refusal to submit to testing may result in disciplinary action, up to and including termination.

**3. Assistance:** We understand that substance abuse is a serious issue and we are committed to supporting our employees. If you are struggling with drug or alcohol addiction, please reach out to our HR department for assistance and resources.

**4. Reporting:** If you suspect that a coworker is under the influence of drugs or alcohol, it is your responsibility to report it to a supervisor or HR immediately.

**5. Consequences:** Violation of this policy may result in disciplinary action, up to and including termination. We take the safety and well-being of our employees seriously and will not tolerate drug or alcohol abuse in the workplace.

For more information on our drug and alcohol policy, please refer to our employee handbook. Thank you for your cooperation in maintaining a safe and healthy work environment.

Sources:

- *Substance Abuse and Mental Health Services Administration. "Workplace Drug Testing."* [www.samhsa.gov/workplace/resources/drug-testing](http://www.samhsa.gov/workplace/resources/drug-testing)

- *Occupational Safety and Health Administration. "Drug-Free Workplace."* [www.osha.gov/drug-free](http://www.osha.gov/drug-free)