



## Substance Abuse Company Policy Template

Welcome to our organization! We are committed to maintaining a safe and healthy work environment for all employees. As part of our commitment, we have established a Substance Abuse Company Policy to ensure the well-being of our team.

Our policy prohibits the use of illegal drugs and the misuse of prescription medications in the workplace. We also prohibit employees from reporting to work under the influence of drugs or alcohol. Violation of this policy may result in disciplinary action, up to and including termination.

To support our employees, we offer resources for those struggling with substance abuse. We encourage anyone facing these challenges to seek help and support from our Employee Assistance Program.

For more information on our Substance Abuse Company Policy, please refer to our official policy document [\[here\]](#) (insert link to policy document).

Thank you for your attention to this important matter. We look forward to working together in a safe and healthy environment.