

Sample DRUG FREE WORKPLACE POLICY

(Company name) is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any **(Company name)** employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, **(Company name)** has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
2. It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
3. It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs that MAY (per warning labels provided by the pharmacy) affect the employee's judgment, performance, or behavior.
4. Violations of this policy are subject to disciplinary action up to and including termination of employment.

(Company name) values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components:

1. Employee education
2. Supervisory training for managers
3. Employee Assistance Program (EAP)

(Company name) drug free workplace policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

(Company name) offers an Employee Assistance Program (EAP) that is totally confidential and available to all employees and their immediate families. The EAP provides professional services to employees whose performance is, or may be, adversely affected by emotional difficulties, alcoholism, drug dependence, family discord, or other personal problems.

I have read and understand the above policy.

Employee Signature

Date