



<<_CompanyName_>>

<<_Address1_>>

<<_Address2_>>

<<_City_>>, <<_StateProv_>> <<_PostalCode_>>

<<_Website_>>

DRUG AND ALCOHOL POLICY

[Click here and type company name] strives to provide a safe work environment and encourages personal health. In keeping with this policy, the company considers the abuse of drugs or alcohol on the job to be an unsafe and counter productive work practice. It is, therefore, company policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during working hours, will be subject to disciplinary action including discharge. (Company sponsored activities which may include the service of alcoholic beverages are not included in this provision. Discretion should be exercised by the employee to avoid overindulging in the consumption of alcohol.) Substance Abuse includes possession, use, purchase, or sale of drugs or alcohol on company premises (including the parking lots). It also includes reporting to work under the influence of drugs or alcohol. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee's status. Then the supervisor should consult privately with the employee with the observation, to rule out any problems that may have been caused by prescription drugs. If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent home or to a medical facility by a safe transportation option (i.e. taxi, company vehicle, etc.) depending on the degree of impairment, and should be accompanied by the supervisor or another employee, if necessary. An impaired employee should not be allowed to drive.

Prescription drugs prescribed by authorized medical authority may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated. It is the responsibility of the company's supervisor to counsel with an employee whenever they see changes in performance that suggests a substance abuse problem.

Employees will be required to submit to drug and/or alcohol testing at a laboratory chosen by the company if there is a cause for reasonable suspicion of substance abuse. Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse drug and/or alcohol testing under these circumstances will be terminated. Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:

1. Observed alcohol or drug abuse during work hours on company premises.
2. Apparent physical state of impairment.
3. Incoherent mental state.
4. Marked changes in personal behavior that is otherwise unexplainable.
5. Deteriorating work performance that is not attributable to other factors.
6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.
7. As required by any government programs such as the US Department of Transportation.

If the test results are positive then termination will result.