

DRUG-FREE WORKPLACE POLICY

_____ (Company name) intends to provide a safe and drug-free work environment for our employees. With this goal in mind, we are establishing the following policy for existing and future employees of the Company.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **Random Testing:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **For-Cause Testing:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-Accident Testing:** Any employee involved in an on-the-job accident or injury on under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol and the results indicate a violation of this policy, or if an employee refuses to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment.

Employee Signature

Date

Printed name

Supervisor Signature

Date

**The information contained within our templates are solely suggested and should not be substituted for legal, financial or other professional advice. Any and all decisions and actions must be done through the advice and counsel of a qualified attorney, agent, financial advisor, CPA, or other professional. You should not rely on these as absolute or as legal advice. It is your responsibility to verify that your completed document is a truthful and accurate reflection of your company's policies and procedures. The safety of your employees depends not on the words on the paper but on your ensuring your company's adherence to the policies and procedures stated within your manual. We assume no liability for any Local/Industry/State/Country specific information which may or may not be covered. We urge you to periodically review the www.OSHA.gov website or other regulatory websites (that apply) for any regulation/ruling that may affect your business/organization.*