

13. Substance Misuse Policy (Sample)

Policy: **Substance Misuse Policy (including suspicion of Drug and Alcohol use in the Workplace)**

Policy #:

Approved by:

Effective:

Revised:

PREAMBLE: On and off the job involvement with alcohol or drugs can have adverse effects upon an individual employees health, the workplace, the integrity of the work products, the safety of other team members, the well being of our team member's families, and the ability to accomplish the goal of an alcohol and drug free work environment.

POLICY:

(Company name) will enforce zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs on company property or during work time.

SCOPE: This policy applies at the workplace, to all team members of (company name) and also includes volunteers, visitors and subcontractors inside and outside of normal scheduled working hours.

PROCEDURE:

It is the responsibility of all supervisors to identify a situation in which they have concerns about an individual's ability to perform their job, and take appropriate steps.

Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from (company name) premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

***NOTE:** Roles and responsibilities for supervisors and coworkers to follow when they suspect or know a fellow employees is using, or is under the influence of drugs or alcohol, at work, should be **clearly** stated in a workplace policy*

Insert Policy Number here
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