

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: DRUG AND ALCOHOL POLICY	Document Number: *	
	Issue Date: *	Revision Date:

1 Purpose

The purpose of this document is to establish the policy around the use of illegal substances and firearms at (Insert Company Name).

2 Responsibilities

It is the responsibility of all (Insert Company Name) employees to abide by this policy as a condition of employment.

It is the responsibility of (Insert Company Name) Management to enforce this policy.

3 Policy

(Insert Company Name) is committed to maintaining a drug-free and violence-free work environment in which the safety and well being of its employee's are of utmost importance. The possession of any type of firearm on company premises and job-sites is prohibited.

The abuse of illicit drugs and/or the use of illicit drugs directly interfere with the development and performance of the individual, and the effects of that use/abuse diminish the working environment. It is the policy of (Insert Company Name) that drugs in the workplace will not be tolerated.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at (Insert Company Name). The controlled substances prohibited in the workplace include, but are not limited to, marijuana, cocaine, heroin, amphetamines, LSD, barbiturates, narcotics or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder.

Violations of this (Insert Company Name) policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination depending upon the severity and/or frequency of the violation.

Corrective actions will be progressive and applied equally to all employees, with the exception of those employees whose actions necessitate immediate and decisive disciplinary measures including suspension or discharge.

Corrective action normally will be administered in the following order:

1. Written Warning
2. Suspension or Discharge
3. Discharge (if had a previous suspension)

In the event that an employee is convicted under the criminal drug statute for conduct in the workplace, the employee must report the conviction to his/her immediate supervisor no later than five calendar days after the conviction. An employee so convicted may be subject to additional **(Insert Company Name)** action depending upon the individual circumstances.

4 References

None