Drug and alcohol policy template

[Organization Name]

Drug & Alcohol Policy

**1. Purpose & Brief**

This policy aims to ensure a safe, healthy, and productive work environment by addressing the use and misuse of drugs and alcohol within [Organization Name].

**2. Scope**

This policy applies to all employees, contractors, and visitors of [Organization Name].

**3. Prohibited behaviors**

Consumption of alcohol during work hours, including lunch breaks.

Use or possession of illegal drugs on company premises.

Reporting to work under the influence of drugs or alcohol.

**4. Support and rehabilitation**

Employees struggling with substance misuse are encouraged to seek help. [Organization Name] offers counseling and support programs to assist in recovery.

**5. Consequences of violation**

Violations of this policy, such as possession of illegal drugs, will result in disciplinary actions, up to and including termination.

**6. Reporting**

Employees are encouraged to report any suspected violations to their supervisors or the HR department.

**7. Review**

This policy will be reviewed annually to ensure its continued relevance and effectiveness.

Signature:

[Employee Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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