

# @CompanyName Drug & Alcohol-Free Workplace Policy (*including Hybrid*)

## **Purpose**

The purpose of this policy is to promote a safe and healthy work environment, free from the negative effects of drug and alcohol use, for both on-site and remote employees. This policy also aims to ensure compliance with applicable laws and regulations.

## **Scope**

This policy applies to all employees, contractors, and visitors, regardless of their work location or arrangement.

## **Prohibited Conduct**

The following conduct is strictly prohibited:

- Possession, use, sale, or distribution of illegal drugs or alcohol, whether on-site or off-site. Possession, use, sale, or distribution of prescription drugs without a valid prescription or in a manner inconsistent with the prescription.
- Reporting to work, whether on-site or remotely, under the influence of drugs or alcohol.
- Engaging in any behavior that is dangerous or unsafe due to drug or alcohol use, including operating equipment, driving company vehicles, or engaging in any activity that could pose a risk to the employee or others.

## **Drug and Alcohol Testing:**

We reserve the right to conduct drug and alcohol testing in accordance with applicable laws and regulations, and in situations where there is reasonable suspicion of drug or alcohol use. Testing for remote employees will be conducted in accordance with applicable laws and regulations and after making necessary arrangements with the employee. Refusal to submit to drug or alcohol testing may result in disciplinary action, up to and including termination of employment.

## **Disciplinary Action**

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who violate this policy may also be subject to criminal prosecution.

## **Assistance**

We recognize that drug and alcohol addiction is a serious problem, and we encourage employees who need assistance to seek help. We provide resources and referrals to employees who need assistance with drug or alcohol addiction, including counseling and treatment programs.

## **Conclusion**

We are committed to maintaining a safe and healthy work environment, free from the negative effects of drug and alcohol use, for both on-site and remote employees. We expect all employees to comply with this policy, and we will take appropriate disciplinary action against those who violate it. We also recognize the seriousness of drug and alcohol addiction and will provide assistance to employees who need help.