

# Drug Free Workplace Program



[Company] is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. As such:

- a. This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- b. This organization has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- c. As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- d. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

## Coverage

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy covers everyone including the CEO, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns, and applicants.

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby, while on organization property and at company-sponsored events.

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## Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants.

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## Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a medical review officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in:

- Pre-Employment     Periodic     Post-Accident     Return-To-Duty     Upon Selection Or
- Pre-Duty     Random     Reasonable Suspicion     Follow-Up Testing     Request Of Management

The substances that will be tested for are [amphetamines, cocaine, opiates, phencyclidine (PCP), etc.].

Testing for the presence of the metabolites of drugs will be conducted by the analysis of [urine/blood/hair].

Any employee who tests positive will be immediately removed from duty, suspended without pay for a period of 30 days, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a return-to-duty test and sign a return-to-work agreement [DOT standard: subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if they test positive a second time or violate the return-to-work agreement].

An employee will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterate or dilute the specimen, substitute the specimen with that from another person or send an imposter, will not sign the required forms or refuse to cooperate in the testing process in such a way that prevents completion of the test.

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## Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If however, an individual violates the policy, the consequences include:

- a. For applicants, violations of the drug-free workplace policy may result in revocation of their employment offer.
- b. For employees, violation of the drug-free workplace policy subjects them to progressive disciplinary action and nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

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## Assistance

We recognize that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation.

To support our employees, our drug-free workplace policy:

- a. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem
- b. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help
- c. Ensures the availability of a current list of qualified community professionals

- d. Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP)
- e. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

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## **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know, in compliance with relevant laws and management policies.

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## **Shared Responsibility**

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- a. Be concerned about working in a safe environment
- b. Support fellow workers in seeking help
- c. Use the Employee Assistance Program
- d. Report dangerous behavior to their supervisor

It is the supervisor's responsibility to:

- a. Inform employees of the drug-free workplace policy
- b. Observe employee performance
- c. Investigate reports of dangerous practices
- d. Document negative changes and problems in performance
- e. Counsel employees as to expected performance improvement
- f. Refer employees to the Employee Assistance Program
- g. Clearly state consequences of policy violations