



Sample Drug-Free Workplace Policy

Drug and Alcohol Use

It is our desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on work premises and while conducting business-related activities off work premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take personal time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all our policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause us any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify us of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Drug Testing

We are committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, and upon reasonable suspicion, management may ask employees to submit to a drug and/or alcohol test to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Company provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in counseling after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.