

(Example)

DRUG AND ALCOHOL POLICY

We believe that employees of _____ (hereinafter “the Company”) have a responsibility to our customers, co-workers and to the general public to ensure. Recent studies have shown that employees who use illegal drugs or abuse alcohol or prescription medication are at greater risk to be involved in industrial accidents, work at a less efficient rate, submit more workers’ compensation claims, miss more time from their jobs due to illness, and create a higher risk of harm to themselves and their co-workers than employees who do not engage in drug or alcohol abuse.

To satisfy these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy.

Prohibited Activities and Conditions:

The manufacture, or sale, or use or possession of alcohol, or being under the influence of alcohol or any controlled or illegal substance (except strictly in accordance with medical authorization), or any other substances which impair job performance or pose a hazard on Company premises or property, or during work time or while representing the Company in any work-related fashion, is expressly prohibited. “Under the influence” is defined as any detectable level of alcohol or drugs in an employee’s blood or urine or any noticeable or perceptible impairment of the employee’s mental or physical faculties. Violation of this policy will result in disciplinary action, up to and including termination.

Prescription or Over-the-Counter Medication:

Employees who are medically authorized to use drugs or other substances, which can affect the safety of the workplace, are responsible for determining from the physician whether or not the substance can impair an employee’s ability to perform job duties safely. If possible, the employee must report the use of the substance to his or her immediate supervisor and provide proper written medical authorization from a physician to work while using such authorized drugs.

Scope of Enforcement:

The Company’s right to enforce this Drug and Alcohol Policy includes, but is not limited to, the following procedures: pre-employment drug testing, reasonable suspicion drug and alcohol testing, post accident testing, random drug testing, return from lay-off or leave testing, and random inspections and searches of Company premises and property.

Currently, the Company is conducting the following testing procedures:

(OPTIONAL) Pre-Employment Drug Testing. All persons offered employment are required to submit to drug testing as a condition of the employment offer. Failure to provide a negative test result in rescission of the employment offer.

(OPTIONAL) Reasonable Suspicion Testing. Reasonable suspicion is where the Company observes that the employee's behavior, conduct or condition indicates the he or she is under the influence of drugs or alcohol on the job, Reasonable suspicion will be determined by an authorized Company representative, in most cases, the employee's supervisor. Examples of reasonable suspicion include strange or erratic behavior, non-typical work performance, or appearance including detectable odors, or speech of the employee. Any employee reasonably suspected of being in possession of and/or under the influence of drugs or alcohol will be required to submit to a drug and alcohol screen test. Failure to produce a negative test will result in disciplinary action, up to and including termination.

(OPTIONAL) Post-Accident Testing. The Company will require a test for alcohol and drugs if an employee sustains or is involved in an on-the-job injury or accident requiring medical attention beyond First Aid, or which results in property damage. Failure to produce a negative test result will result in disciplinary action, up to and including termination.

(OPTIONAL) Random Testing. All employees are subject to random drug testing, except where otherwise prohibited or restricted by applicable law or applicable collective bargaining agreement. By using an assigned employee number, an employee may be randomly selected for required drug testing. Randomly selected employees remain in the testing pool and might be randomly selected during future random tests. The Company attempts to schedule these random tests throughout the year. Failure to produce a negative test result on random testing will result in disciplinary action, up to and including termination.

(OPTIONAL) Return From Leave of Lay-Off Testing. Employees who are laid off or who are out on an authorized leave of absence, except for their own health condition or medical treatment, are required to submit to a drug testing upon their return. Failure to produce a negative test result will result in disciplinary action, up to and including termination.

(OPTIONAL) Inspection and/or Searches of Company Premises and Property. We reserve the right to inspect and/or search all Company property and any employee's personal property (including purses, cars and backpacks) on Company premises for alcohol, for controlled substances or illegal drugs or as deemed necessary by the Company for business reasons. Refusal to consent to such inspection or other refusal to cooperate in any investigation is in violation of this policy and may result in disciplinary action up to and including discharge.

Employee Cooperation With Drug and Alcohol Policy

Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to the Company.

Any employee found to be in violation of this policy, who refuses to submit to testing as required, or who refuses to cooperate or attempts to subvert the testing process (including Tampering with or adulterating a sample), is subject to disciplinary action which could include immediate of employment. The Company also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

Generally, employees who voluntarily request assistance in dealing with a personal drug and/or alcohol problem may do so without jeopardizing employment as long as this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Treatment programs may be available through company health insurance coverage. Employees are responsible for any medical costs not covered through the company's health insurance.