

# DRUG-FREE WORKPLACE & SUBSTANCE ABUSE POLICY EXAMPLE

**DIRECTIONS**

Use this example policy to help you write a drug-free workplace policy for your practice. Review with your attorney before implementing this type of policy.

**EXAMPLE POLICY  
TEXT**

Jones Dental Practice (JDP) is committed to protecting the safety, health, and wellbeing of its employees, all people who come into contact with its workplace and property, and/or use its products and services.

Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, JDP is committed to ensuring a substance-free working environment for all of its employees.

Therefore, JDP employees are strictly prohibited from possessing, dispensing, distributing, selling, manufacturing, using, or being under the influence of any alcoholic beverage or illegal drug (except a prescription medication used according to a prescription given to the employee by a physician) on JDP premises, in JDP vehicles, or while on JDP business or time; and the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

JDP may ask an employee to submit to a drug and/or alcohol test if JDP suspects that the employee may be under the influence of any drug or alcohol, which may include, but is not limited to, circumstances where there is evidence of drugs or alcohol on or about an employee's person or in the vicinity of the employee, unusual conduct that suggests the influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

A refusal to take the test will be considered equivalent to testing positive for illegal drugs or alcohol. An employee will be considered as refusing to test if he/she expressly refuses to take a test, or otherwise fails to provide an adequate sample without a valid medical explanation. Additionally, an employee will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process. A certified and licensed drug-testing laboratory will conduct all testing.

Any violation of this policy will result in adverse employment action, up to and including dismissal and referral for criminal prosecution. Employees have a duty to cooperate with the company's investigation of any suspected violation of this policy.

*I have read, understand and can apply the above practice policy on a drug free workplace. I have kept a copy of this policy for my employee manual.*

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_