Drug-Free Workplace & Substance Abuse Policy

\_\_\_\_\_\_ (Practice Name) is committed to protecting the safety, health, and wellbeing of its employees and 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, \_\_\_\_\_ (Practice Name) is committed to ensuring a substance-free working environment for all of its employees. Therefore, \_\_\_\_\_\_ (Practice Name) employees are strictly prohibited from possessing, dispensing, distributing, selling, manufacturing, using, or being under the influence of any alcoholic beverage or illegal drug (not including prescription medications used according to a prescription given to the employee by a physician) on \_\_\_\_\_\_ (Practice Name) premises, in \_\_\_\_\_\_(Practice Name) vehicles, or while on \_\_\_\_\_ (Practice Name) time. The illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner is strictly forbidden.

\_\_\_\_\_ (Practice Name) may ask an employee to submit to a drug and/or alcohol test if it is suspected 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 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 they expressly refuse to take a test, otherwise fail to provide an adequate sample without a valid medical explanation or engage 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 abide by the above policy.

[ ]  I have kept a copy of this policy for my employee manual.

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Employee Name

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Employee Signature Date