



The following is a sample company policy for employee substance abuse testing. You may use this sample as a blueprint for drafting documents covering your company's policies in more specific detail. You should tailor your company policy to your type of business, your philosophies, and your state laws. If your company is subject to a collective bargaining agreement, take that into consideration as you draft your policies. Include union representatives in the policy implementation process. **Prior to adopting any company policy, your legal counsel should review the policy and assure you it is consistent with your state and local laws.**

Once your company policy is written, make sure your employees are aware of the policy and the consequences of violations. Also, make sure all applicants and new employees are aware of the policy. We recommend you have each employee sign a form stating that they have received the company policy and understand what is required of them. It is important to be fair and consistent in applying the policy to all employees.

SAMPLE DRUG-FREE-WORKPLACE SUBSTANCE ABUSE POLICY

This document is only an outline of substance abuse testing policy issues. You may elect to do only drug testing, only alcohol testing, or both. You may also elect to do any combination of tests (e.g., pre-employment only, random only, random and follow-up testing, etc.). Consequences and disciplinary actions for testing positive, refusing to test, and violating prohibitions will be based on your company philosophies and practice. Consequences listed in this policy are optional. This is not a policy that should be implemented without legal consultation and review of individual state laws. This outline has no application to any employees covered by federal mandates for drug and alcohol testing.

Sample Language

Purpose

It is the policy of _____ (hereinafter referred to as "Company") that its employees be free of substance abuse and alcohol abuse. The abuse of alcohol and use of illegal drugs increases absenteeism and reduces productivity. Further, such use increases the risk of injury to fellow employees, customers, and other persons, and also increases the risk of damage to company property or the property of other persons for which the Company may be held liable.

It is the policy of the Company that the use or possession of alcoholic beverages or illegal drugs by employees while on duty or on company property is prohibited. Employees must not report for duty under the influence of alcoholic beverages or with sufficient amounts of illegal drugs in their system so as to give rise to a positive drug test. For purposes of this policy, the term "illegal drug" means intoxicants and