

## **SAMPLE DRUG AND ALCOHOL POLICY**

### **(Non-Federally Mandated Version)**

**WARNING!** This document is only an outline of drug and alcohol testing policy concerns. This is not a policy that can be implemented without legal consultation and review of individual state laws. This outline has no application to any employee covered by federal mandates for drug and alcohol testing.

### **Sample Language**

#### **I. 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 or 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 narcotics, marijuana or any other controlled substance. The term “illegal drugs” does not include medication, which has been lawfully prescribed for an employee by his or her physician, presuming such use is consistent with the prescription. The use or possession of alcoholic beverages or illegal drugs in violation of this policy shall be grounds for \_\_\_\_\_.

#### **II. Pre-Employment Testing**

All applicants to whom offers of employment are made must submit to a drug and alcohol test. Pre-employment tests will be administered only after an offer of employment has been extended. Any offer of employment is contingent upon the applicant achieving a negative test result.

#### **III. Post-Accident Testing**

When an employee is involved in an accident, which requires medical attention away from the scene of the accident, the employee shall be subjected to a drug and alcohol test. When an employee is involved in an accident where property damage exceeds \$\_\_\_\_\_, the employee will also be subjected to a drug and alcohol test. In the event that an employee is so seriously injured that he or she cannot provide an urine/breath specimen at the time of the accident, then immediately after medical attention has been provided, a specimen will be collected and tested.