

# Substance abuse company policy

## Policy brief & purpose

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

## Scope

All job applicants, employees, contractors and part-time employees should abide by the provisions of this policy.

## Policy elements

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We will also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
  - Sell, buy, transfer or distribute drugs or drug paraphernalia.
  - Use prescription drugs (e.g. medical marijuana) while working or being on company premises.
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## Disciplinary Consequences

We may invoke disciplinary action up to termination, when you:

- Sell, or attempt to sell, any form of substance.
- Use any kind of drug on company premises.

Managers will decide on the appropriate disciplinary action depending on the circumstances.

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