



DRUG & ALCOHOL POLICY

Purpose

The purpose of this Drug and Alcohol Policy is to establish guidelines for maintaining a safe, healthy, and productive work environment by addressing issues related to the use of drugs and alcohol. This policy applies to all employees, contractors, and visitors while on company premises, engaged in company business, or operating company vehicles.

Scope

This policy outlines the expectations, responsibilities, and consequences regarding the use of drugs and alcohol within the workplace and during working hours. It encompasses all aspects of employment in relation to on-duty conduct, and post-employment situations.

Prohibited Substances

- a. **Illegal Drugs:** The use, possession, sale, or distribution of illegal drugs, as defined by applicable laws, is strictly prohibited on company premises and while performing company duties.
- b. **Alcohol:** Consuming alcohol during working hours or while on company property, except during authorized company events, is prohibited.

On-Duty Conduct

- a. **Impairment:** Employees are prohibited from reporting to work or performing their job duties while under the influence of drugs or alcohol, which impairs their ability to perform their duties safely and effectively.
- b. **Prescription Medications:** Employees who are prescribed medication that may affect their job performance must notify their supervisor. Reasonable accommodations may be considered if possible.

Drug and Alcohol Testing

a. **Reasonable Suspicion Testing:** When a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be required to undergo testing.

b. **Post-Accident Testing:** After any workplace accident involving injury or property damage, employees involved may be required to undergo drug and alcohol testing.

Consequences

Violation of this policy may result in disciplinary action, up to and including termination of employment. Employees may also be referred to appropriate rehabilitation or counselling services when deemed necessary.

Confidentiality

All drug and alcohol testing results and related information will be kept confidential to the extent permitted by law.

Policy Review

This policy will be reviewed regularly to ensure it remains in compliance with applicable laws and aligns with the company's goals and objectives.

Empowering You Disability Services is committed to maintaining a safe and healthy work environment. We appreciate your commitment to upholding this policy and ensuring a drug and alcohol-free workplace.