

Substance Abuse and Drug Testing Policy Template

[Company Name] is committed to providing a safe work environment and to fostering the health and well-being of its employees. That commitment is jeopardized when any [Company Name] employee or contract worker uses illegal drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol or marijuana in a way that affects their job performance.

Therefore, [Company Name] has established the following substance abuse policy:

- It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
- It is a violation of company policy for anyone to report to work under the influence of illegal drugs, marijuana or alcohol.
- It is a violation of the company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications, so long as their use does not impair job performance.)

Everyone shares responsibility for maintaining a safe work environment; supervisors and co-workers should encourage anyone who has a substance abuse problem to seek help.

[If your company provides an EAP program, provide details here on how to get help.]

The goal of this policy is to maintain a safe, productive and drug-free environment. The intent of this policy is to send a clear message that the illegal use of drugs and the abuse of alcohol or other recreational drugs are incompatible with employment at [Company Name].

I do hereby certify that I have received, read and understand the [Company Name] Substance Abuse and Drug Testing Policy. I further agree to submit to a drug test as requested as a condition of continued employment. I also understand that failure to comply with a drug testing request, or a positive drug test result may lead to immediate termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____