

INSERT COMPANY LOGO HERE

COMPANY'S DRUG & SAFETY POLICY | EDITED: 10/15/2021

Objective

This policy outlines COMPANY's safety and impairment guidelines to promote a healthy, safe and alcohol and drug-free workplace.

Policy

COMPANY (or otherwise referred to as Company) prohibits the use, possession, distribution, or sale of all drugs that are illegal under state or federal law (illegal drugs) on company premises, while engaged in company business, or during regular business hours. Company-sponsored virtual meetings or other events held via Zoom, or via platforms other than Zoom but accessed using company assets (such as company-issued laptops or the company network) will be considered to be held on company premises for purposes of this policy.

In addition, reporting for work under the influence of alcohol, illegal drugs, or any other substance that impairs job performance or poses a hazard to the safety or welfare of the employee or others is prohibited. Finally, the use of medications such as opioids in a manner different from that prescribed by the employee's health care provider, or different from their intended use; or selling or distributing prescription medications to others is prohibited.

Policy Definitions

Definition of what constitutes misuse, including alcohol and all forms of impairing drugs, prescribed, over-the-counter, legal, illegal, synthetic or otherwise.

For the purposes of this policy, the following definitions apply:

- **Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low-molecular-weight alcohol, including methyl or isopropyl alcohol.
- **Alcohol Use:** The consumption of any beverage, mixture, or preparation, including any medications, containing alcohol.
- **Company Time:** Any time an employee is actively working for the company, including but not limited to working on company premises, attending workshops/seminars, business trips, travel time, meal periods, and breaks, if within normal working hours.
- **Drug:** Any chemical substance that produces physical, mental, emotional or behavioral change in the user.
- **Illegal Drugs:** Drugs that are illegal under state or federal law.

INSERT COMPANY LOGO HERE

- **Legal Drug Misuse:** Use of legalized drugs including but not limited to oxycodone (OxyContin), hydrocodone (Vicodin), morphine, methadone, and fentanyl that are used beyond the prescribed dosage.

Practice

Company is committed to providing a workplace free of the effects of alcohol, opioid misuse and illegal drugs. All employees are expected to be free of alcohol, illegal drugs, or any other substance that may impair their job performance or pose a safety risk, while they are on company time.

Management Responsibility

As part of Company's policy, management must be educated in identifying impaired behavior and substance misuse. Once trained, management agrees to:

- Understand, comply with, and effectively implement this policy and related procedures.
- Effectively communicate information about this policy and related procedures to the employees in the areas they manage and take appropriate action when this policy is violated.
- Utilize Management Resources at the bottom of this policy to educate the team.

Resources related to the above can be found at the end of this policy.

Employee Responsibility

All employees must undergo awareness training regarding the Company's policy and substance-free awareness program. This training must include the following:

- Knowing the signs of drug and alcohol misuse.
- How to ask for help at work.
- Where to go if the employee or family member needs help.
- Understand and comply with all aspects of this policy and related procedures.

Resources related to the above can be found at the end of this policy.

Employees Seeking Help Voluntarily

Employees with substance abuse problems are encouraged to address their problems and seek help if needed. Please refer to the Resources section of this Policy below. There will be no adverse actions taken against employees for self-referral, provided the employee meets the requirements of this policy.

INSERT COMPANY LOGO HERE

However, self-referral does not affect current or pending disciplinary actions or prevent discipline for other workplace performance or behavioral issues.

Resources

Management

- [Understanding Stigma](#)
- [Opioids: Facts to Know](#)
- [Signs & Symptoms of an Overdose](#)
- [Building Employee Buy-In](#)

Employee

- [Guide: Asking for Help at Work](#)
- [Opioid Support Hotline](#)
- [Treatment Finder](#) (national)
- [Treatment Finder](#) (Arizona-specific)
- [Opioid Fact Sheet for Patients](#)

[Click here for more management and employee resources.](#)

Confidentiality

Any information related to an employee's drug or alcohol treatment, self-disclosure or violation(s) of this policy is considered confidential and will only be shared with those personnel who have a need to know to perform company business functions or to comply with applicable law.