

SUBSTANCE ABUSE POLICY

(Your organization's name) is committed to providing a drug and alcohol free workplace. Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by an employee on the job, in the workplace, or where (your organization's name) work is performed is prohibited. Employees in violation of the substance abuse policy will be subject to disciplinary action up to and including termination.

The purpose of this policy is to maintain a safe and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

(Your organization's name) recognizes the value of its workers and has made special arrangements with the provider listed below to help employees and/or their family members cope with substance abuse problems. The program provides problem assessment, short-term counseling, and referral services.

Participation in the program is confidential and will not jeopardize an employee's job security, promotional opportunities, or reputation. Records of counseling sessions are kept confidential by the resource organization.

EAP Provider:
(Name)
(Address)
(Telephone Number)

Date