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# Substance Misuse – Sample Policy

## Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

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Policy: **Substance Misuse Policy**

Policy #

Approved by:

Effective:

Revised:

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**PURPOSE:** On the job misuse of alcohol or non-prescription drugs can adversely affect an individual employee's health, the workplace, the integrity of the work products, the safety of other staff, the well being of staff's families, and the ability to accomplish the goal of an alcohol and non-prescription drug free work environment. (Company name) commits to supporting employee's treatment and safe return to work when found to be under the influence of alcohol or non-prescription drugs at work.

**POLICY STATEMENT:** (Company name) will enforce zero tolerance for employees whose ability to work is impaired in any way by the consumption of alcohol or non-prescription drugs on company property or during work time.

(Company name) will ensure that the identified employee with addiction issues is referred to the appropriate workplace/community supports.

**SCOPE:** This policy applies in the workplace, to all employees of (company name) and also includes volunteers, visitors and subcontractors during scheduled working hours.

### **PROCEDURE:**

It is the responsibility of all supervisors to identify a situation in which they have concerns about an individual's ability to perform their job, and take appropriate steps.

#### **Manager:**

- Contact the appropriate third party (eg. EAP, HR, Union Representative, etc), as soon as possible, to apprise them of the situation
- Must document the events that led to sending the employee home by completing the necessary forms

#### **Supervisor:**

- Immediately remove the employee from his/her duties
- Verify immediately the alleged state or condition of the employee, if possible, through the presence of another supervisor and/or, if applicable, the employee's Union representative
- Send the employee home immediately where the employee is clearly impaired and defer the meeting until the employee's return to work

Insert Policy Number Here

- Will arrange for the employee's safe transportation home. Safe transportation can be achieved by arranging for a taxi, contacting the employee's emergency contact or by providing other suitable transportation. The manager or supervisor should not drive an employee home. The employee should be advised to report back to their manager or supervisor at the start of their next scheduled shift or an alternate time as deemed appropriate

**Employees:**

- Bring issues of concern to health and safety representatives, occupational health representatives and/or managers as soon as they are recognized
- Access EAP benefits as needed
- Be aware of and follow all workplace policies around alcohol and non-prescription drug use

Where a member of the public has been involved in reporting the incident, witness names, phone numbers and statements are to be included in the documentation.

***NOTE:** Roles and responsibilities for supervisors and coworkers to follow when they suspect or know a fellow employees is using, or is under the influence of drugs or alcohol, at work, should be **clearly** stated in a workplace policy.*

**CONTRAVENTIONS:** Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.