
Substance Abuse Policy

In order to provide a safe and professional workplace, it is the purpose of this company to provide a drug-free environment for our employees and our clients. With this goal in mind, we are establishing the following policy for existing and future employees of this company.

This company strictly prohibits:

- The solicitation for, use of, possession of or sale of alcohol, prescription medication without a prescription, narcotics or other illegal drugs on company premises or while performing a work assignment.
- Being impaired or under the influence of alcohol, legal drugs or illegal drugs off the company or customer premises that adversely affects the employee's work performance, his or her own safety at the workplace, other's safety at the workplace or the employer's reputation.

This company may drug test using the Substance Abuse & Mental Health Services Administration (S.A.M.H.S.A. samhsa.gov) standards by three methods.

- Pre-Employment: As may be required of the company or our client.
- Randomly: A random selection of some employees for testing may be conducted unannounced.
- For Cause: This will be utilized when it is the company's belief that a drug problem exists such as –
 - Evidence of drugs
 - Accidents in the workplace
 - Injuries in the workplace
 - Fights
 - Negative performance patterns
 - Excessive absenteeism
 - Excessive tardiness
 - Other behavioral symptoms of drug abuse

Employees of this company who refuse to submit to drug testing, test positively or admit to substance abuse will be subject to termination.

Also, upon request, employees of this company who test positively or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling service.

The results of all drug testing will be treated confidentially, and for no purpose other than for this company to make employment-related decisions.
