

SAMPLE  
DRUG AND ALCOHOL POLICY

[Employer] is committed to providing and maintaining a healthy and safe workplace free from the effects of drugs, alcohol and other substances that impair an employee's ability to work safely and productively.

Employees are prohibited from using or possessing alcohol and illegal drugs either at work or while working, including all forms of marijuana. For the purposes of this policy, illegal drugs are drugs that are illegal under either state or federal law.

Employees must report to work in a fit and safe condition and any employee who is impaired by alcohol or illegal drugs while working or at work may be disciplined, including the possibility of termination. A supervisor may determine that an employee is impaired by observing the employee's behavior. Examples of the symptoms of impairment include lack of coordination or balance, an impact on the employee's eyes (e.g. red, bloodshot, dilated pupils, glassy, etc.), slurred speech, the odor of marijuana or alcohol, lack of focus and other unusual behavior. If a supervisor determines that an employee is impaired, the employee should not be permitted to continue working and the supervisor should document the finding of impairment. Arrangements should be made for the employee to be transported safely home.

The legal use of prescription medications by an employee is permitted while working provided that it is done under the supervision and approval of a medical provider, and such use does not impair an employee's ability to perform the essential functions of the job in a safe manner. The use and possession of medical marijuana is not permitted while working.

If an employee or applicant is known to use medical marijuana outside of work, [Employer] may at its discretion require the employee to be evaluated by a medical provider for fitness for duty. An applicant will only be evaluated for fitness for duty after a conditional job offer has been made. A person is considered "unfit for duty" if the medical provider concludes that the use of marijuana prevents the employee from performing the essential functions of the job in a safe manner.

If an employee or applicant is known to use recreational marijuana outside of work, the employer may decide not to hire or employ the person in the job if the employer concludes that the nature of the job will create the potential for risk of harm to the employee or others based on the employee's or applicant's marijuana use.

As a limited exception to this policy, employees may use alcohol in moderation when approved by management at a workplace event.

If you have questions about this policy or issues related to drug or alcohol use at work, you should raise your concerns with your supervisor.

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