

# DRUG AND ALCOHOL POLICY

**Insert Your Company** recognizes that we have a duty of care to ensure that the consumption of alcohol or drugs does not impair any of our personnel's work performance or compromise workplace safety standards whilst at a **Insert Your Company** workplace or undertaking work on behalf of **Insert Your Company**.

Consistent with their duty of care obligations, all personnel, inclusive of employees, contractors and any other person at a **Insert Company Name** workplace, must be capable of performing their duties safely, effectively and unimpaired by drugs or alcohol whilst acting in the course of their employment or when representing **Insert Company**



# SAMPLE

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- Personnel who have been prescribed medication must advise, via their medical practitioner, whether the drug will affect their performance or concentration. If the prescribed drug will affect performance or concentration, the person must advise management prior to the commencement of their work shift.
- Personnel who take non-prescribed medication that may affect their performance or concentration must advise management before the commencement of their work shift.
- The consumption of alcohol at a **Insert Company Name** workplace is strictly prohibited. Consumption of the substance may lead to termination of employment.
- The possession, consumption, sale or distribution of alcohol or non-medical drug at a **Insert Company Name** workplace is strictly prohibited. Consumption of the substance may lead to termination of employment.
- Alcohol may only be provided at **Insert Company Name** functions where this is authorized by senior management.

When **Insert Company Name** operates from the premises of a customer or third party, the applicable drug and alcohol policy will be the policy.

**Insert Company Name** may at any time conduct random drug or alcohol tests in accordance with this policy. Any person who tests positive for a drug or alcohol will be deemed unfit for work and may face disciplinary action, including termination of employment.

Storage

Reviewed **Insert Date**