

Sample Zero Tolerance Drug and Alcohol Policy

Inception Date: _____

Revision Dates: _____

Approved By: _____

Purpose

To ensure that employees/volunteers are not performing duties while under the influence of drugs or alcohol. This policy addresses the use of drugs and alcohol at work, working while under the influence of drugs or alcohol, and abuse of drugs or alcohol outside of work.

Policy Details

- Employees/volunteers must obey all applicable laws.
- Employees/volunteers must not under any circumstances consume drugs or alcohol while on the job, whether operating vehicles or performing other tasks.
- Employees/volunteers that need to operate vehicles and/or heavy machinery must not consume drugs or alcohol less than eight hours before their next scheduled shift and must not attend work under the influence of drugs or alcohol.
- Abuse of drugs or alcohol that affects an employee's performance at work or their safety or the safety of others will not be tolerated.

Responsibilities

All employees/volunteers are responsible for abiding by this policy. If a supervisor or colleague notices behavior that indicates an employee/volunteer may be affected by the use of alcohol or drugs while on the job as listed above or in a different manner, he/she must report it to the department head immediately.