

Sample Policy

Contributed by Administrator
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We have chosen "USA Manufacturing" as the name for our sample policy. A referenced index of the sites represented by the hyper-linked text in this document are found in the box at the right. **OPENING STATEMENT**

USA Manufacturing is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any USA Manufacturing employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, USA Manufacturing has established the following policy: **VIOLATION STATEMENT**

It is a violation of company policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs, intoxicants*, or alcohol on the job. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol-that is, with illegal drugs, intoxicants*, or alcohol in his/her body. It is a violation of the company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications. Violations of this policy are subject to disciplinary action up to and including termination of employment.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggests an employee may be under the influence of alcohol or other drugs. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Resource lists will be available to Supervisor's during training sessions held throughout the year. **SUPERVISOR/MANAGEMENT RESPONSIBILITY & TRAINING**

The company will provide drug and alcohol awareness information to all employees. This will include the company's policy on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse, and the availability of counseling and treatment through the employee assistance program. **EMPLOYEE EDUCATION**

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All employees share responsibility for maintaining a safe work environment and should encourage co-workers who uses alcohol or other drugs in the workplace to seek help. **DRUG TESTING STATEMENT**

USA Manufacturing is committed to safeguarding the health and welfare of our employees and to providing a safe working environment. Drug and alcohol testing assists us in ensuring our commitment to our employees, customers, and the public. **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The company recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own recovery. USA Manufacturing offers an employee assistance program (EAP) benefit for employees and their dependents. The scope of this benefit is providing information and referral numbers to the employee. If the EAP determines a referral to a treatment provider is necessary, the employee is responsible for the full cost of these services. **CLOSING STATEMENT**

The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at USA Manufacturing.

*Prohibition of intoxicants must be stated in all policies for Texas companies that have worker's compensation insurance.