

[COMPANY NAME]

Drug Testing Policy (Sample)

[Company Name] does not test employees for drug and alcohol abuse. Because the nature of [Company Name]'s business is neither high risk nor particularly safety sensitive, [Company Name] feels that drug and alcohol testing would be too intrusive a procedure for the expected results. Therefore, employees will not be asked to submit to drug and alcohol testing in the workplace setting. However, [Company Name] strictly prohibits the use of drugs or alcohol in the workplace and will take disciplinary action against any employee found using drugs or alcohol during working hours. In addition, if the employee arrives at work under the influence of drugs or alcohol, the employee will be sent home for the day, without pay. Repeated instances of arriving at work under the influence of drugs or alcohol may result in [describe consequence; e.g., "written warning", "suspension", "termination"].