


Policy

Title: Alcohol & Drugs Misuse Policy

Document No.	Version	Status	Effective Date
POL-11	02	Approved	05/10/2020

Document Approvals

	Print Name	Signature	Date
Approver	Fran Crowell		05/10/2020

1.0 Objective

The purpose of this alcohol and drugs misuse policy is to provide guidance for staff with regards to the misuse of alcohol and drugs within Remember Us

2.0 Scope

The scope of the document applies to all Staff of Remember Us.

3.0 Responsibilities

It is the responsibility of Remember Us to have a policy in place to provide guidance for staff with regards to the misuse of alcohol and drugs within Remember Us.

It is the responsibility of Remember Us staff and to ensure they have read and understand the policy herein.

4.0 Policy

Remember Us is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug misuse have been established for all staff members, regardless of rank or position. The rules apply during working hours to all employees of Remember Us, while they are on company premises or elsewhere on company business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on company property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on company property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

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- In implementing this policy, Remember Us reserves the right to undertake random drug tests.
- Where it is found that an employee has been in breach of this policy, the company's disciplinary procedures will be invoked.

5.0 References

Not applicable

6.0 Revisions

Version Number	Description of Revision
01	First issuance of Policy for Alcohol & Drugs Misuse
02	Review and update of format