



Standard Operating Procedure

Drug Free Workplace Statement

_____ **[Insert Company Name]** is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.

Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, _____ **[Insert Company Name]** is committed to ensuring a substance-free working environment for all of its employees.

_____ **[Insert Company Name]** therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

In addition, _____ **[Insert Company Name]** strictly prohibits the abuse of alcohol or prescription drugs.

Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.

I _____ **[Insert Name of Company Representative]** acknowledge that this policy has been clearly communicated to all employees and is posted in the company office.

Company Representative

Date