



A MODEL DRUGS POLICY

The Company is committed to providing a safe work environment and to fostering the well being and health of its staff. That commitment is jeopardised when any member of staff illegally uses drugs in the workplace, comes to work under the influence of drugs, or possesses, distributes or sells drugs in the workplace. *The Company* has therefore established the following policy:

1. It is a violation of *The Company's* policy for any employee to possess, sell or offer for sale illegal drugs or otherwise engage in the use of drugs on the job.
2. It is a violation of *The Company's* policy for anyone to report to work under the influence of illegal drugs.
3. It is a violation of *The Company's* policy for anyone to use prescription drugs illegally.
4. Nothing in this policy precludes the appropriate use of legally prescribed medication.
5. Violations of this policy may subject to disciplinary action.

It is the responsibility of *The Company's* Board of Directors to counsel employees whenever they see changes in performance or behaviour that suggest an employee as a drug problem. Although it is not the Board's job to diagnose personal problems, the Board will encourage such employees to seek help and advise them about available resources for getting help. Everyone shares a responsibility for maintaining a safe working environment and co-workers should encourage anyone who may have a drug problem to seek help.

The goal of this policy is to balance our respect for the individual with the need to maintain a safe, productive and drug free environment. The intent of this policy is to offer a helping hand to those who need it, whilst sending a clear message that the use of drugs is incompatible with employment by *The Company*.

Note: Substitute your own Company's name for *The Company*.