# DRUG TESTING POLICY

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| **DOCUMENT DETAILS** | | | | |
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**PURPOSE:**

The main purpose of this policy is to familiarise employees with the process and rules for drug & alcohol testing within the workplace.

**SCOPE:**

This policy applies to all employees

**RESPONSIBLE PERSONS:**

1. HR Director/Manager - Implementation and facilitation.
2. HR Managers - Administration, monitoring and

enforcement of this policy.

1. Employees - Adherence to this policy and

procedures outlined in this policy.

**DRUG & ALCOHOL TESTING:**

## EMPLOYEES SUBJECT TO TESTING

Under [YOUR COMPANY NAME]'s drug and alcohol testing policy, any current employees suspected of drug or alcohol abuse or arriving at work intoxicated will be asked to submit to a drug and alcohol test. If there is reason to believe that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended [WITH OR WITHOUT] pay until the results of a drug and alcohol test is made available to [YOUR COMPANY NAME]

## SAFEGUARDS

[YOUR COMPANY NAME]'s policy is designed to safeguard employee privacy and rights and is intended to comply with all laws governing drug and alcohol testing.

## TESTED SUBSTANCES

[YOUR COMPANY NAME]'s drug and alcohol testing programme is designed to test the following:

[LIST SUBSTANCES THAT WILL BE TESTED FOR].

## WRITTEN NOTICE

Employees will always receive a written notice of request to submit to an alcohol or drugs test before being asked to do so.

## NOTICE OF RESULTS

All drug and alcohol test results will be relayed to the employee via [METHOD OF NOTIFICATION].

## POSITIVE TEST RESULTS

If the employee receives notice that the test results are positive, they will be given the opportunity to explain the positive result and may request that a second testing be done.

**7. CONFIDENTIALITY**

[YOUR COMPANY NAME] will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. If the employee is to be referred to a rehabilitation centre for evaluation, the employee's test results will also be made available to the employee's counsellor. The employee will be asked for the employee's consent before test results are released to any other individual. Be advised, however, that test results may be used in administrative hearing, court cases or arbitration arising as a result of the employee's drug testing. No results form a workplace drug test will ever be used against the Employee in a criminal prosecution.

## COSTS

[YOUR COMPANY NAME] will pay the costs of any drug and alcohol tests that are required or requests that an employee submit to, this includes any retesting that may be done when a positive result is received. Any additional tests that the employee requests will be paid for by the employee.

**EMPLOYEE POLICY CONFIRMATION:**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name and surname), declare that;***

1. Ihave been familiarised with and informed of the Drug & Alcohol Testing Policy.
2. I understand and agree to the contents of this policy and that;

* it may be amended from time to time,
* it forms part of my employment conditions,
* the implementation and contents of this policy are mutually agreed upon with the employer,
* I have been given the opportunity to question this policy and that my questions were satisfactorily answered

1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [YEAR].

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Signature Employee

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Signature Manager