

Sample Drug Testing Policy

Society for Human Resource Management

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[Company Name] is a drug-free workplace. As such, we prohibit the use of nonprescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to the policy up to an including termination.

Under [Company Name]'s drug testing policy, all current and prospective employees must submit to the drug testing policy. Prospective employee's will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by [Company Name] is conditioned on the prospective employee testing negative for illegal substances.

[Company Name]'s policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Any drug testing required or requested by [Company Name] will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by the company. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling [Name of Collection Lab] [number of hours] hours before the employee is scheduled to be tested.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

If there is reason to suspect 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 are made available to [Company Name] by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a

treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.