Drug and Alcohol Policy Acknowledgement

Please read this summary of the Drug and Alcohol Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Drug and Alcohol Policy

- Do not report to work or drive for work under the influence of alcohol or drugs.
- Possession or sale of illegal drugs at work is prohibited.
- Alcohol at company events is allowed only where approved and in moderation.
- Employees in safety-sensitive roles may be tested where the law allows.
- Help is available confidentially through the employee assistance programme.

Acknowledgement

- [ ] I have received and read the Drug and Alcohol Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE