*SAMPLE*

**Safe Work Practices: Alcohol and Drug Abuse Policy**

We value our employees and drivers and recognize each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to injuries ("accidents") and more likely to have greater absenteeism, resulting in the potential for increased injuries, costs and risks to the company.

We are committed to maintaining a safe workplace for our drivers and other users of the highways that is free from illegal drug use and the misuse of alcohol.

We will comply with the requirements for testing of the U.S. Department of Transportation and other Federal and State laws and regulations. We therefore forbid the unlawful use or possession of alcohol and controlled substances.

The violation of this policy or regulations and laws may result in severe disciplinary action, up to and including termination, at our sole discretion.

**Source:** Network of Employers for Traffic Safety