



Substance Abuse Policy

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We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

Scope

This policy applies to all members and volunteers at Lightbox Productions Inc, as well as contractors.

Policy Elements

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We will also place restrictions on alcohol consumption.

While present in a Lightbox-facilitated space, you must not:

- Possess, use or be under the influence of inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Consume alcohol if you are working on the bar, or on a bump in/out.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.

Especially (but not limited to) if you are doing a safety-sensitive job (e.g. machine operator), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you’re under the influence of drugs (e.g. muscle relaxants.) We may also terminate you if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences

We may invoke disciplinary action up to termination, when/if you:

- Test positive for hard drugs
- Sell, or attempt to sell, any form of substance
- Possess any form of illegal substance while on premises
- Use any form of illegal drug on company premises

The committee will decide on the appropriate disciplinary action depending on the circumstances. The supervisor has the final say on the immediate consequence, and their decision is final.

This document was developed utilising and adapting content from:

<https://resources.workable.com/substance-abuse-company-policy>