

Substance Abuse Policy

1. Purpose

The purpose of this policy is to maintain a safe, healthy, and productive work environment by prohibiting the use, possession, or influence of alcohol, drugs, or other controlled substances in the workplace. **COG Resourcing** is committed to supporting employees dealing with substance-related issues while protecting the safety and performance of all staff.

2. Scope

This policy applies to:

- All employees (permanent, temporary, probationary)
- Interns, volunteers, and contractors
- Any individual performing duties on behalf of **COG Resourcing**, whether on-site or off-site (e.g., during fieldwork, travel, or events)

3. Policy Statement

COG Resourcing maintains a **zero-tolerance approach** to substance abuse that may impair judgment, reduce productivity, endanger health, or damage the company's reputation.

The following actions are strictly **prohibited** during working hours, on company premises, or while conducting company business:

- Use or possession of illegal drugs or narcotics
- Use or possession of alcohol without prior authorization
- Reporting to work under the influence of drugs or alcohol
- Misuse of prescription or over-the-counter medications
- Distribution, sale, or trafficking of any controlled substance



4. Prescription Medication

- Employees using prescribed medication that may impair performance must inform their supervisor or HR confidentially.
- Misuse of prescribed drugs is treated as a policy violation.

5. Signs of Substance Abuse

Supervisors and coworkers should be alert to signs of possible substance abuse, which may include:

- Unusual or erratic behavior
- Slurred speech or impaired coordination
- Repeated absences or tardiness
- Unexplained drops in productivity

Note: These signs alone do not confirm abuse, but may warrant further inquiry or a wellness check-in.

6. Testing and Investigation (Optional Section)

If applicable in your context:

- The company reserves the right to request **drug or alcohol testing** in cases of:
 - Workplace accidents
 - Reasonable suspicion of intoxication
 - Return-to-duty or rehabilitation follow-up
- Testing will be conducted respectfully and confidentially, in line with legal and ethical standards.

7. Support for Employees

- Employees with substance abuse problems are encouraged to seek help.

- **COG Resourcing** may provide support through:
 - Referrals to counseling or treatment programs
 - Flexible leave options (sick leave, unpaid leave) for rehabilitation
- Early disclosure and cooperation may be considered when determining disciplinary actions.

8. Disciplinary Action

Violations of this policy may result in:

- Verbal or written warnings
- Suspension from duty
- Mandatory counseling or rehabilitation
- Termination of employment
- Legal action (in the case of illegal possession or distribution)

Disciplinary measures will consider the severity of the violation, previous conduct, and employee cooperation.

9. Confidentiality

All information related to substance abuse concerns, testing, or treatment will be kept **strictly confidential**, shared only on a need-to-know basis for safety, legal, or HR reasons.

10. Policy Review

This policy will be reviewed **annually** or in line with updates to labor laws, safety regulations, or company practices.