



RAZOR SHARP
CONSULTING

ALCOHOL AND DRUG TRAINING PROGRAM OVERVIEW

January 1, 2023

Abstract

The Alcohol and Drug Training Program is a comprehensive initiative designed to educate employees of Razor Sharp Consulting on the potential risks and impacts of alcohol and drug use in the workplace. This program aims to raise awareness, provide guidance, and foster a safe and productive work environment for all employees.

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Revision History

<i>Date</i>	<i>Revised By</i>	<i>Comment</i>
<i>January 1, 2023</i>	Mike Cottingham	Initial Document

Introduction

Objective The Alcohol and Drug Policy Training Program at Razor Sharp Consulting aims to ensure that all employees understand and adhere to the company's policies regarding alcohol and drugs in the workplace. By providing comprehensive training, we strive to promote a safe and healthy work environment that fosters productivity, well-being, and compliance with relevant laws and regulations.

Training Components

Introduction and Policy Overview

- a. Provide an introduction to the training program and its objectives.
- b. Explain the importance of maintaining a drug-free and alcohol-free workplace.
- c. Present an overview of the company's Alcohol and Drug Policy, emphasizing its purpose, scope, and prohibited conduct.

Policy Guidelines and Standards

- a. Detail the specific guidelines and standards outlined in the Alcohol and Drug Policy.
- b. Discuss the prohibition of alcohol consumption, possession, sale, or distribution on company premises or during working hours.
- c. Explain the strict prohibition of illegal drugs, the misuse of prescription drugs, and any substances that impair job performance or judgment.
- d. Emphasize the importance of not reporting to work or engaging in company-related activities while under the influence of alcohol or drugs.

Testing Procedures and Consequences

- a. Explain the circumstances under which alcohol and drug testing may occur, including pre-employment screening, reasonable suspicion, and post-incident investigations.
- b. Describe the testing methods and procedures that may be used, such as breathalyzer tests, urine tests, or other recognized testing procedures.
- c. Discuss the potential consequences for policy violations, which may include disciplinary actions and, in severe cases, termination of employment.
- d. Address the importance of confidentiality in alcohol and drug testing results and the non-retaliatory approach towards employees seeking assistance.

Compliance with Laws

- a. Emphasize the company's commitment to complying with all applicable local, provincial, and federal laws related to alcohol and drugs in the workplace.
- b. Highlight that the company's policy is designed to supplement, not conflict with, legal requirements, and that stricter standards will prevail where local laws or regulations apply.

Employee Assistance and Support

- a. Introduce the Employee Assistance Program (EAP) and its role in providing confidential counseling services and resources to employees facing alcohol or drug-related issues.
- b. Encourage employees to seek assistance and emphasize that seeking help will not result in retaliatory actions as long as they adhere to company policies and procedures.

Question and Answer Session

- a. Allow time for employees to ask questions or seek clarifications regarding the policy and training content.
- b. Address any concerns or provide additional information as necessary.

Acknowledgment and Documentation

- a. Require employees to sign an acknowledgment form confirming their understanding of the Alcohol and Drug Policy and completion of the training program.
- b. Maintain records of training completion for future reference and compliance purposes.

By implementing this Alcohol and Drug Policy Training Program, Razor Sharp Consulting aims to ensure that all employees are well-informed about the company's expectations, guidelines, and standards regarding alcohol and drugs in the workplace. Regular training updates and reminders will be provided to reinforce compliance and promote a safe and healthy work environment for everyone.