



RAZOR SHARP  
CONSULTING —————

## DRUG AND ALCOHOL POLICY

January 1, 2023

### Abstract

Our company's drug and alcohol policy outlines clear guidelines and procedures to maintain a safe and productive workplace by prohibiting the use, possession, or distribution of drugs and alcohol on company premises or during work hours.

Mike Cottingham  
mcottingham@razorsharpconsulting.com

**Table of Contents**

Revision History ..... 2

Introduction ..... 3

Prohibited Conduct ..... 3

    Alcohol ..... 3

    Drugs ..... 3

    Impairment ..... 3

Testing and Consequences ..... 3

    Testing..... 3

    Consequences ..... 3

Confidentiality and Support ..... 3

    Confidentiality..... 3

    Support ..... 3

Compliance with Laws ..... 4

## Revision History

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

## Introduction

Razor Sharp Consulting is committed to maintaining a safe and productive work environment for all employees. This Alcohol and Drug Policy aims to promote the health, safety, and well-being of our employees and clients by establishing guidelines regarding the use of alcohol and drugs in the workplace. This policy applies to all employees, contractors, and visitors while on company premises or engaged in company-related activities.

## Prohibited Conduct

### Alcohol

The consumption, possession, sale, or distribution of alcohol is strictly prohibited on company premises, during working hours, or at company-sponsored events, unless explicitly authorized by management for a specific event.

### Drugs

The possession, use, sale, or distribution of illegal drugs, including the misuse of prescription drugs or any substance that impairs job performance or judgment, is strictly prohibited.

### Impairment

Employees are prohibited from reporting to work or engaging in company-related activities while under the influence of alcohol or drugs that impair their ability to perform their job duties safely and effectively.

## Testing and Consequences

### Testing

Razor Sharp Consulting reserves the right to conduct alcohol and drug testing in the following circumstances: pre-employment screening, reasonable suspicion, post-incident investigation, or as required by law. Testing methods may include breathalyzer tests, urine tests, or other recognized testing procedures.

### Consequences

Violations of this policy may result in disciplinary actions, up to and including termination of employment. Employees found in violation may also be required to participate in rehabilitation programs as a condition of continued employment.

## Confidentiality and Support

### Confidentiality

Any information obtained through alcohol and drug testing or as part of the disciplinary process will be kept confidential and shared only on a need-to-know basis, in accordance with applicable laws and regulations.

### Support

Razor Sharp Consulting encourages employees facing alcohol or drug-related issues to seek help and treatment. Confidential counseling services and resources will be made available to employees through

the Employee Assistance Program (EAP). Employees seeking assistance will not face retaliatory actions as long as they adhere to the company's policies and procedures.

## Compliance with Laws

Razor Sharp Consulting is committed to complying with all applicable local, provincial, and federal laws regarding alcohol and drugs in the workplace. This policy is not intended to conflict with any applicable legal requirements but rather to supplement them. In cases where local laws or regulations impose stricter standards, the stricter standards will prevail.

By adhering to this Alcohol and Drug Policy, Razor Sharp Consulting aims to maintain a safe, productive, and inclusive work environment. All employees are expected to familiarize themselves with this policy, understand its implications, and comply with its provisions.