

Sample Alcohol Policy

It is the policy of INSERT COMPANY NAME to maintain a safe and healthy workplace that is free of the effects of alcohol abuse. This policy covers all staff while conducting INSERT COMPANY NAME business whether on or off the INSERT COMPANY NAME's premises, and volunteers, vendors and guests on the premises of the INSERT COMPANY NAME or at INSERT COMPANY NAME related events or meetings.

Staff, volunteers, vendors and guests of the Association are prohibited from consuming alcohol on INSERT COMPANY NAME's premises; the CEO, COO or CAO may make an exception under appropriate circumstances. . Staff may consume alcoholic beverages at appropriate off premises INSERT COMPANY NAME functions; however, if employees choose to consume alcohol at such functions, they must do so responsibly and conduct themselves properly and professionally at all times. Failure to do so can result in disciplinary action up to and including termination.

Employees are required to notify their designated Human Resources executive within five calendar days should they receive a conviction for a violation of a criminal drug statute in the workplace or a conviction for operating a motor vehicle while under the influence.

Staff members who are experiencing work-related concerns resulting from substance abuse or dependency may request or be required to seek counseling or other appropriate assistance from the INSERT COMPANY NAME sponsored Employee Assistance Program. Failure to cooperate with, complete or maintain an agreed-upon treatment plan may result in disciplinary action, up to and including termination. Participation in a treatment program does not insulate an employee from disciplinary action for a violation(s) of this or other INSERT COMPANY NAME policies.

The Employee Assistance Program is available to provide free and confidential counseling and information regarding the dangers of substance abuse in the workplace. Additionally, medical treatment is available to staff members participating in the group insurance plans under the terms of those plans. In accordance with INSERT COMPANY NAME's leave policies, any staff member may request a leave of absence to undertake rehabilitation treatment and be provided protections as noted within the applicable leave.

Purchase of Alcoholic Beverages

As a voluntary health agency receiving support from the public, INSERT COMPANY NAME is aware of its responsibility to use contributor dollars prudently. To that end, INSERT COMPANY NAME has adopted the following practice with respect to the use of funds for the purchase of alcoholic beverages:

The CEO, CAO, or COO, on those infrequent occasions where it is appropriate, may authorize, in writing, the purchase of alcohol in moderation, both in terms of price and consumption, for receptions, meals and appropriate functions attended by volunteers, major corporate or individual contributors and potential planned gift prospects.

Funds may be solicited or accepted for use in covering the cost of alcohol at fund-raising events where it is customary to serve alcohol and at special INSERT COMPANY NAME receptions and meals.

In-Kind donations of alcohol must comply with the Corporate Relationship Policy.