



## **SAMPLE SUBSTANCE ABUSE POLICY**

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs \*and abuse of alcohol and set forth the following rules:

Employees may not consume alcoholic beverages or take illegal drugs on our premises.

Employees may not report to work under the influence of drugs or alcohol.

If you are convicted under any federal or state criminal drug statute, you must notify an officer of the firm within five (5) days. This will be grounds for termination.

*Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribe*

I have read and understand the above policy and the implications of this policy as regards to my employment or as an independent contractor for IAS Claim Services, LLC or any of it's related entities:

*Signed:* \_\_\_\_\_

*Date* \_\_\_\_\_