



Policy No: HR108
Created: May 2026
Updated:

Drug and Alcohol Policy

Cutting Edge Renovation & Painting is committed to maintaining a safe, healthy, professional, and productive workplace. Because employees may work on jobsites, in customers' homes or businesses, around tools and equipment, and while driving or operating Company vehicles, employees are expected to report to work fit for duty and able to perform their job safely and effectively.

The use, possession, sale, transfer, distribution, or being under the influence of illegal drugs, unauthorized controlled substances, or alcohol while working, on Company property, in Company vehicles, on jobsites, or while conducting Company business is prohibited.

Fit for Duty

Employees must report to work in a condition that allows them to safely and effectively perform their job duties. Employees may not report to work or remain at work while impaired or while their ability to work safely is affected by:

- Alcohol
- Illegal drugs
- Unauthorized controlled substances
- Misuse of prescription medication
- Misuse of over-the-counter medication
- Any substance that affects alertness, judgment, coordination, or safe job performance

Employees who are not fit for duty may be removed from the workplace or jobsite and may be subject to corrective action, up to and including termination of employment.

Prohibited Conduct

Employees are prohibited from:

- Reporting to work under the influence of drugs or alcohol
- Using, possessing, selling, distributing, or transferring illegal drugs or unauthorized controlled substances while working
- Consuming alcohol while working, on a jobsite, in a company vehicle, or while conducting company business
- Misusing prescription or over-the-counter medication in a way that affects job performance or safety
- Storing alcohol, illegal drugs, or unauthorized controlled substances in company vehicles, tools, equipment, or work areas

- Operating a company vehicle, personal vehicle for company business, tools, machinery, or equipment while impaired
- Refusing to cooperate with a lawful investigation or testing process, where applicable

Prescription and Over-the-Counter Medication

Employees may use legally prescribed medication and over-the-counter medication as directed. However, employees are responsible for knowing whether medication may affect their ability to work safely.

Employees must notify HR, their supervisor, or management if a medication may affect their ability to safely perform job duties, operate tools or equipment, drive, climb ladders, work at heights, or perform other safety-sensitive tasks.

Employees should not disclose private medical information beyond what is necessary to address workplace safety and job-related concerns.

Reasonable Suspicion

If the Company has a reasonable belief that an employee may be impaired, under the influence, or otherwise unable to work safely, the Company may take appropriate action. This may include removing the employee from the jobsite, arranging transportation when appropriate, investigating the situation, requiring testing where permitted by law, or taking corrective action.

Reasonable suspicion may be based on observations such as:

- Odor of alcohol or drugs
- Slurred speech
- Impaired coordination or balance
- Unusual behavior, confusion, or disorientation
- Unsafe work practices
- Involvement in an accident or near miss
- Possession of alcohol, illegal drugs, or unauthorized substances
- Credible reports of substance use or impairment while working

Testing

Where permitted by law, Cutting Edge Renovation & Painting may require drug or alcohol testing under appropriate circumstances, including but not limited to:

- Reasonable suspicion of impairment
 - After a workplace accident, injury, or near miss
 - After damage to company, customer, or jobsite property
 - Return-to-duty situations
 - Other circumstances allowed by applicable law and Company policy
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Refusal to cooperate with testing or the testing process, where applicable, may result in corrective action, up to and including termination.

Company Vehicles and Driving

Employees who drive Company vehicles or use personal vehicles for Company business must never drive while impaired or under the influence of drugs or alcohol.

Employees must immediately notify HR, their supervisor, or management if they are unable to safely drive or perform assigned duties due to medication, alcohol, drugs, fatigue, or any other condition that may affect safety.

Alcohol at Company Events

Alcohol may only be consumed at Company-sponsored events if specifically approved by management. Even when alcohol is permitted, employees are expected to behave professionally and responsibly.

Employees may not return to work, operate Company vehicles, drive on Company business, or perform job duties after consuming alcohol if their ability to work safely may be affected.

Violations

Violation of this policy may result in corrective action, up to and including termination of employment.

Examples of violations include:

- Working while impaired
- Possessing or using alcohol or illegal drugs while working
- Operating vehicles, tools, or equipment while impaired
- Refusing to cooperate with an investigation or testing process
- Violating safety expectations related to substance use
- Engaging in conduct that creates a risk to employees, customers, the public, or the Company

Employee Assistance

Employees who are struggling with substance-related issues are encouraged to seek help before the issue affects workplace safety, attendance, performance, or conduct. Employees may speak with HR or management about available options or leave considerations.

Seeking help does not excuse policy violations that have already occurred, but the Company encourages employees to address concerns early.

Confidentiality

Drug and alcohol-related concerns, testing information, medical information, and related workplace matters will be handled as privately as practical and shared only with those who have a legitimate business need to know or as required by law.

Questions

Questions about this policy should be directed to HR or management.

