



STATE OF TENNESSEE
BUREAU OF WORKERS' COMPENSATION
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Sample Letter to Employees to Accompany Substance Abuse Policy Statement

This letter should be printed on company letterhead, attached to the company's drug free workplace policy and become part of each employee's personnel file. It should be presented to all new employees when hired and all active employees when a drug free workplace program is being implemented.

Date

To All Employees:

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and possibly those who work around them. **[Insert company name]** is committed to protecting our employees by creating and maintaining a workplace free of substance abuse.

To address this problem, **[Insert company name]** has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees. Our policy, which **becomes/became** effective on **[insert date]**, is attached to this letter. As you will see, our policy formally and clearly states that the illegal use of drugs or the abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employee substance abuse testing. This policy was designed with two basic objectives in mind: (1) employees deserve a work environment that is free from the negative effects of drugs and alcohol and the problems associated with their abuse, and (2) this Company has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy workplace, we maintain a resource file of information on various resources of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located **[insert location of resources]**.

An employee whose conduct violates this Company's Substance Abuse Policy may be disciplined up to and including termination and, if they are injured in a work-related injury, may forfeit any workers' compensation benefits that they may have otherwise been entitled to receive.

I believe it is important that we all work together to make this Company a drug-free workplace as part of our continual efforts to provide a safer and more rewarding place for everyone to work. Thank you for your cooperation in our efforts.

Sincerely,