**Drug and Alcohol Policy**

*This document is provided as a SAMPLE ONLY and does not constitute legal advice.*

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| --- | --- |
| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

[Insert name of club/association] is committed to providing volunteers with a smoke, drug and alcohol free work place and similar commitment and cooperation is required from staff members. Alcohol is permitted to be served at designated staff, volunteer and organised social occasions only.

The unlawful distribution, dispensation, possession or use of a controlled substance at [insert name of club/association] grounds or shared spaces is prohibited. A volunteer who is convicted of a drug or alcohol violation arising out of conduct occurring within the club or associated grounds or facilities must notify [insert name of person responsible] of such a conviction immediately.

A volunteer is forbidden to drive a [insert name of club/association] vehicle while under the influence of alcohol or any other intoxicant or illegal substance. If failure to comply with this policy results in a volunteer being fined or having their license suspended the [insert name of the person responsible] must be notified immediately.

Any volunteer who violates the above policy will be subject to discipline up to and including termination. All volunteers must agree to abide by this policy.

I have read the above policy and agree to adhere to it while serving as a volunteer for [insert name of club/association].

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Signature Date

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Name