

**NATIONAL ASSOCIATION OF REALTORS®**  
**Human Resources Tool Kit**

**Employee Relations: Sample Drug and Alcohol Policy**

**"Illegal Drugs**

The use, possession, distribution or sale of illegal drugs while on association property, at an association business event or in an association vehicle is strictly prohibited.

**Alcohol**

Alcohol may be made available during association activities under specific circumstances. In the event of an association-sponsored activity or while on association business at which alcoholic beverages may be served or allowed, you are expected to conduct yourself in such a manner that you do not represent a danger to yourself, to other employees, to the general public or to the association's reputation. Prior approval by the executive vice president or by an association senior vice president is required for any association-sponsored activity where alcohol will be brought on association property.

The association reserves the right to require you to submit to a drug and/or alcohol test at its discretion. If you refuse to take a drug and/or alcohol test, you will be dealt with accordingly."