



American Drug Testing

Drug-Free Workplace Programs

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DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

What your business can do to become drug-free, Part I

Learn What You Can Do to Ensure that Your Workplace Is Drug Free. Part I of III.

What can you do to address substance abuse in your company? This is a critical question to ask. If you haven't done anything yet, chances are you have a bigger problem than you may realize.

More than 70 percent of current illegal drug users are employed. And, they are typically not very good workers. In fact, compared to their non-using co-workers, they tend to be absent from work more often, involved in more workplace accidents, file more workers' compensation claims, utilize a higher percentage of their health care benefits, and quit or get fired more frequently.

The bottom line? Substance abusers in the workplace cost you money. Recent reports estimate that substance abuse is costing U.S. businesses

as much as \$200 billion each year. Some employers believe they can't afford to address the problem of substance abuse in their workplaces. *The truth is, they can't afford not to address the problem.*

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Consequently, employers everywhere are taking a stand against substance abuse in the workplace. They start by firmly stating that substance abuse in all its various forms and activities will not be tolerated. Combining several key components into a comprehensive program, employers are enjoying some very worthy results.



as it is useful. The purpose of the assessment is to get a clear idea of the extent of the problem in your workplace and exactly what you will try to accomplish by establishing a policy and program. There are three basic components to a written policy:

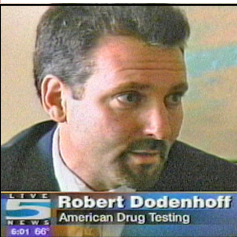
- 1. Purpose Statement.** This provides your employees and job applicants with an explanation of why you have a program. This may include your concern for employees' safety, improving the cost of doing business, and to comply with legal requirements.
- 2. Prohibited Behaviors.** This is where you provide a clear description of substance abuse-related behaviors that are prohibited, such as any illegal drug use working under the influence of alcohol.
- 3. Consequences.** A thorough explanation of the consequences for violations of the policy, including, if applicable, discharge, will help others understand the gravity of policy violations.



issues such as "under the influence," "reasonable suspicion" or "post-accident test." An appendix for applicable state laws that may amend your general policy is a must. Additionally, the policy should include an explanation for all the elements of your program. For example, if your program includes an employee assistance program and drug and alcohol testing, they should be included in the policy statement. Just knowing the policy is there will

help keep drug users from applying for positions. Without a policy you jeopardize clients, company reputation, and future contracts. Need a policy? American Drug Testing can provide a customized one for your business at low cost. In Part II we elaborate on Supervisor Training as part of a comprehensive drug-free workplace initiative. For additional tips, see the "client area" at www.AmericanDrugTesting.net or all 843-747-4111.

The Drug-Free Workplace Advisor is published by



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American Drug Testing, a leading drug-free workplace administrator and testing company. Let us help you maintain a drug-free workplace. Call (843) 747-4111.

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I. Writing a Substance Abuse Policy

A written policy is the cornerstone to a good drug-free workplace program. All other components of the program, however critical they may be to your success, revolve around your policy.

Before you put pen to paper, conduct a Needs Assessment. This may be as formal or informal as you wish... as long

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Of course, there are other essential components to a good policy. A definitions section can serve to clarify the company's intent regarding key