



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.

Components of a Drug-Free Workplace, Part III

Part III of a multi-part series.

Written Policy

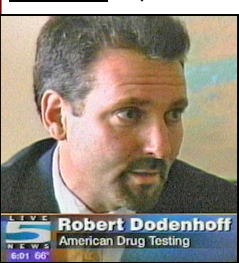
A written policy is the cornerstone of a drug-free workplace program. American Drug Testing can assist you in designing a policy specific to your workplace. At the minimum, the policy should include the following:

- Rationale (e.g., laws, regulations, organizational goals)
- Expectations for compliance (e.g., who, what, when, where)
- Options offered for assistance (e.g., an EAP, community resources)
- Consequences for violating the policy (e.g., discipline, referral for assistance, termination)

Employee Education

The entire organization

The Drug-Free Workplace Advisor



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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should know about the benefits of the drug-free

“Research shows that the best way to encourage positive change is to involve everyone in understanding and actively supporting the process...”

workplace policy and program. Owners, top management, supervisors, and non-



supervisory employees at all levels should be prepared for the implementation of the policy and program. Everyone in the workplace needs information about the problems associated with the use and misuse of substances. They all can benefit from education and training that rein-

forces and deepens that awareness. And they can benefit from activities that motivate them to adopt safer and healthier attitudes and behaviors. It is especially important that the entire workforce be familiar with the benefits of the drug-free workplace policy and program, particularly when they are supported by other health and wellness programs and activities.

For the policy and program to effect positive change, everyone must be on board. Research shows that the best way to encourage positive change is to involve everyone in understanding and actively supporting the process.

Supervisor Training

Customized supervisor training that takes into account the particular characteristics of your workplace is strongly suggested to maximize the effectiveness of your drug-free workplace policy and program.

American Drug Testing offers low-cost online training for both employ-



ees and Supervisors.

Source: SAMHSA (Substance Abuse Mental Health Services Administration) Coming in part IV EAP (Employee Assistance Programs).

For more information about the elements in this article—or any drug testing needs—visit us at www.AmericanDrugTesting.net or call 843-747-4111.

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