



Drug Free Workplace How Do Drugs Affect The Workplace?

According to a Bureau of National Affairs study, substance abuse costs employers \$100 billion a year due to such factors as:

- Performance errors
- On-the-job accidents and injuries
- Reduced effectiveness
- Absenteeism
- Tardiness
- Increased medical costs
- Turnover

The abuse of drugs, controlled substances, and alcohol (generally referred to as "substance abuse") affects more than the abuser. Employers may be liable if employees injure themselves, co-workers, or others due to the influence of drugs, controlled substances, and alcohol. The vast majority of any work force consists of non-abusers who abide by the rules and who neither use nor condone the use of drugs or controlled substances. But when productivity decreases because of substance abuse, it is the co-workers who must pick up the slack. And when substance abusers need money to support their habits, co-workers are sometimes victims of theft. Innocent employees should not have to suffer for the illegal and costly acts of a few.

If You Have An Abuse Problem

Employees with substance abuse problems are not only increasing their chances of legal problems, but also are increasing their chances of:

- Being seriously injured in an accident;
- Needing medical attention;
- Causing harm or injury to those they care about;
- Losing money through increased absenteeism;
- Making poor work decisions, thus risking termination of employment.

Assistance is available to help you with substance abuse problems, you should contact me.

You may wonder what effect your reporting a substance abuse problem may have on your job. It is important to keep in mind that each situation will be treated individually and decided on its own merits. We actively support your efforts to achieve and maintain a life free from substance abuse. Coming forward to disclose a substance abuse problem may provide a chance to resolve the problem. By contrast, ignoring such a problem until it seriously affects your performance or results in violations of Store policies may result in disciplinary action, as discussed in our policy statement

If You Suspect Someone Else Has An Abuse Problem

It's not easy to confront someone about a suspected problem with substance abuse. It's also not easy to sit back and do nothing when you have a strong concern for others. If you notice a change in a co-worker's behavior that is detrimental to the person or to other employees, it could indicate a substance abuse problem. Of course, it could also be the result of something else. Regardless of the reason, a detrimental change in behavior is a clear sign that something is wrong. Therefore, you should act with sensitivity and care.

- Confidentially describe the change of behavior to me.
- Report only what you know for certain. Does the employee show a lack of coordination? Seem overly fatigued? Become easily irritated at co-workers?
- Do not accuse the employee of having a substance abuse problem. Remember, a change in behavior may be the result of factors totally unrelated to substance abuse.

Rest assured that I will make every effort to look into and assess the situation in a confidential manner.

I wish to provide you with a safe work environment. Our workplace must be free of the presence and adverse effects of drugs and controlled substances. I prohibit the unlawful manufacture, distribution, dispensation, purchase, possession, or use of drugs and controlled substances in all of its operations and facilities. You must be free from the influence of drugs and controlled substances at work, including any prescription drugs that may affect your ability to work in a safe manner.

Drug, Controlled Substance and Alcohol Policy Statement

In addition, because the effects of alcohol abuse can be as destructive as the abuse of drugs and controlled substances, I generally prohibit the use of alcohol in the workplace.

As a condition of employment, you must agree to abide by this policy statement.

If you are experiencing a dependency problem related to drugs, controlled substances, or alcohol, you are encouraged to seek help immediately by contacting me. Your request for help will be handled confidentially.

Violation of this policy statement will be handled in accordance with my disciplinary procedures, which may include termination of employment.

Questions regarding this policy should be directed to your Franchisee.

I have read the Franchisee Drug Free Workplace Policy and I fully understand my responsibilities. I further understand that if I do not comply with this policy then I will be subject to disciplinary action up to and including separation.

Franchisee Employee Signature

Franchisee Signature

Franchisee Employee Name (Printed)

Franchisee Name (Printed)

Date

Date