



# Drug-Free Workplace

## GOAL

Increase awareness of JOI’s Drug-free Workplace Policy, the dangers of substance abuse, and how to get help.

## LEARNING OBJECTIVES

- Understand the dangers/effects of substance abuse.
- Know the signs and symptoms of substance abuse.
- Overview of JOI’s Drug-free Workplace Policy.
- Become familiar with the assistance available to you.

## WHAT ARE THE DANGERS OF SUBSTANCE ABUSE?

The job you do requires you to keep safe by being alert, aware, and focused. Consumption of drugs or alcohol can impair these qualities which may cause accidents and jeopardize your safety or the safety of others at work. The likelihood for workplace accidents skyrockets when employees are under the influence. And sometimes what you do on your own time can affect your performance at work.

Some of the effects that consuming alcohol and drugs can have include but are not limited to:

- Impaired judgement
- Slowed reflexes
- Sleepiness/drowsiness
- Distorted sense of time
- Inattention
- Depression
- Impaired balance
- Drowsiness
- Disorientation
- Sensory illusions
- Hallucinations
- Impaired coordination

All of these effects can put you and your coworkers’ safety at risk. Because of impaired judgement, a lack of concentration, and a variety of other side effects, employees under the influence of drugs or alcohol are more likely to cause injuries, accidents, and even fatalities in the workplace. Often times, it also causes coworkers to work longer or take on additional tasks and responsibilities at work to compensate for lost productivity as a result.

## ABUSE

Abuse is using a substance to modify or control mood or state of mind in a manner that is harmful to oneself or other. Potential consequences include accidents/injuries; blackouts; legal problems; poor job performance; family problems.

## ADDICTION

Addiction is the irresistible compulsion to use alcohol or other drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance, and increased disruption in the family.

## THE RESEARCH

Research shows that substance abusers:

**5X**

File 5 times more medical claims and have 300 times higher medical costs.

Make 2 times as many mistakes.

**2X**

Take up to 5 times as much sick leave.

**5X**

**6X**

Have 6 times more absences.

**4X**

Have 4x more accidents on the job.

Are only 1/3 as productive as other workers.

**1/3**



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## EFFECTS OF SUBSTANCE ABUSE

### EMOTIONAL EFFECT

- Aggression
- Burnout
- Anxiety
- Depression
- Paranoia
- Denial

### PHYSICAL EFFECTS

- Weight loss
- Sweating
- Chills
- Unusual smells on body and breath
- Deterioration of physical appearance

### BEHAVIOR EFFECTS

- Slow reaction time
- Coordination impairment
- Slowed or slurred speech
- Irritability
- Excessive talking
- Inability to sit still
- Limited attention span
- Lack of motivation or energy

## JOI'S POLICY OVERVIEW

**WHO IS COVERED BY JOI'S POLICY AND WHEN DOES IT APPLY?**  
Any individual who conducts business for JOI, is applying for a position or is conducting business on JOI's property is covered by the policy. The policy is intended to apply whenever anyone is representing or conducting business for JOI, is on organization property and at company-sponsored events.

**WHAT TYPE OF BEHAVIOR IS PROHIBITED?**  
Prohibited behavior includes using, selling, distributing, manufacturing, trading, and/or offering for sale of alcohol, illegal drugs, or intoxicants. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription.

**Any employee who is convicted of a criminal drug violation in the workplace must notify their manager or the HR Department in writing within 5 calendar days of the conviction.**

**WHAT ARE THE CONSEQUENCES FOR VIOLATING JOI'S POLICY?**  
Any employee who violates the policy will be subject to progressive disciplinary action and may be required to enter rehabilitation. If an employee is required to enter rehabilitation and fails to successfully complete it and/or repeatedly violates the policy, the employee will be terminated from employment.

## ASSISTANCE AVAILABLE TO YOU

JOI recognizes that alcohol, drug abuse, and addiction are treatable illnesses. We also recognize that early intervention and support improve the success of rehabilitation. JOI encourages employees to seek help if they are concerned that they or their family members may have a substance abuse problem. Employees are encouraged to use the services of qualified professionals in the community and offer all employees and their family's assistance through the **Employee Assistance Program (EAP)**. Treatment for alcoholism and/or other drug use disorders may be covered by the employee's benefit plan. However the ultimate financial responsibility for treatment belongs to the employee.



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*Job Options, Inc.’s Drug-free Workplace Policy sends a clear message that alcohol and drug use in the workplace is strictly prohibited. Our goal is to encourage employees who have problems with alcohol and/or other drugs to voluntarily seek help. If, however, the policy is violated, the consequences are serious.*

## EMPLOYEE ASSISTANCE PROGRAMS

### AETNA

**1(800) 342-8111**

[www.resourcesforliving.com](http://www.resourcesforliving.com)

Login: job options

Password: eap

Substance abuse and alcohol abuse also affects every part of an individual’s life—from personal relationships and family, all the way to the workplace.

JOI has an Employee Assistance Program (EAP) available to all employees and their family members – and it is **FREE OF CHARGE**.

### FCE

**1(800) 298.7269**

[membersupport@fcebenefit.com](mailto:membersupport@fcebenefit.com)

The EAP can help employees decide what to do if they or others in their family struggle with substance abuse. **All conversations with the EAP are CONFIDENTIAL**.

\*If you are a beneficiary of FCE Benefits, you are eligible to access **both** employee assistance programs

## TAKEAWAYS

If you remember nothing else about this training, remember at least these important points:

1. Consumption of alcohol or drugs can jeopardize you and your coworkers’ safety at work.
2. Substance abuse can have physical, emotional, and behavior effects that can strain relationships with your family, friends, and at work.
3. The Employee Assistance Program (EAP) is available to employees or their family members that struggle with substance abuse. You can also find the info on the safety website ([safety.jobop.org](http://safety.jobop.org)) under the Employee tab.





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## TEST YOUR KNOWLEDGE

1. Drug and alcohol consumption can impair your ability to be aware, alert, and focus, which can jeopardize your safety and/or the safety of others.
  - A. True.
  - B. False
2. Physical effects of substance abuse include unusual smell on body and breath and deterioration of physical appearance.
  - A. True.
  - B. False
3. Substance abusers have \_\_\_\_\_ more accidents on the job than others.
  - A. 2 times
  - B. 4 times
  - C. 6 times
4. Job Options, Inc.'s goal is to encourage employees who struggle with alcohol and/or drugs to \_\_\_\_\_.
  - A. Deal with it alone
  - B. Voluntarily seek help. The first step to overcoming substance.
  - C. Not do anything about it
5. Any employee convicted of a criminal drug charge in the workplace must notify their manager or the HR Department within:
  - A. 5 days
  - B. 10 day
  - C. 15 days
6. All conversations with JOI's Employee Assistance Programs are confidential.
  - A. True
  - B. False
7. Substance abuse affects relationships with:
  - A. Family
  - B. Friends
  - C. Work
  - D. All of the above

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Date: \_\_\_\_\_