



Your Company's Drug-Free Workplace Policy

A drug-free workplace *policy* forms the foundation for a drug-free workplace *program*. The policy, however, is not the same as the program. Rather, it is one of the five components. In addition to a *policy*, a comprehensive drug-free workplace program includes *supervisor training*, *employee education*, *employee assistance* and *drug testing*.

Effective program planning and philosophy are critical to success. Employers and employees should work together to examine each component and design a fair, balanced program suited to the unique needs and challenges of their workplaces.

The United States Department of Labor identifies 13 sections of the Drug-Free Workplace Policy that should be part of the employer/employee examination. These areas are:

- **What** is the purpose/goal of the policy?
- **Who** will be covered by the policy?
- **When** will the policy apply?
- **What** behavior(s) will be prohibited?
- **Will** employees be required to notify someone in the event of a drug-related conviction?
- **Will** the policy include drug searches?
- **Will** the program include drug testing?
- **What** will be the consequences if the policy is violated?
- **Will** there be Return-to-Work Agreements?
- **What** type of assistance will be available?
- **How** will employee confidentiality be protected?
- **Who** will be responsible for enforcement of the policy?
- **How** will your policy be communicated to the employees?

After completion of any Drug-Free Workplace Policy, it is highly recommended that your company has the policy reviewed by a legal consultant, such as a labor/employment attorney, prior to the distribution and/or implementation. Information cited was obtained from the United States Department of Labor. For additional information, visit the DOL's Web site – www.dol.gov/asp/programs/drugs/workingpartners/dfworkplace/policy.asp

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