

HRESOURCE

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NOTICE

THIS IS A
DRUG-FREE
WORKPLACE

February 2017 Issue

Feature: *Alcohol and Drug Abuse*

Website

[HR @ Your Service](#)

What can a business do to help address alcohol and drug abuse in the workplace?

Establishing or promoting programs focused on improving health is a good place to start. Often, personal problems are not left at home and carry into the workplace. Employers can assist in reducing the negative impact of drug and alcohol abuse by supporting and encouraging treatment.

1. Having an **Employee Assistance Program (EAP) Program** is a very effective way to address alcohol and drug problems. An EAP Program is a confidential, short term, counselling service for employees with personal problems that affect their work performance.

EAP Programs offer help with the resolution of problems that are affecting work. However, these problems do not have to be caused by workplace issues. EAP's are designed to help people understand or overcome their personal problems that can affect the employee's work. EAP's offer a wide range of services and often refer to other professional agencies who can offer more extended care in particular areas.

2. Consider having a written **Substance Abuse Policy** prohibiting drug and alcohol use at work. Employers should ensure all employees, supervisors, and managers read the policy and sign off on an agreement acknowledging they have read and understand the policy.

3. Employers who become aware of a situation or are suspicious of one should **Act Promptly** and properly in addressing it. Never wait where you do not want to place the personal safety of employees or others at risk.

4. **Speak with an EAP Counselor** if you suspect there is an issue. They will be able to offer you good advice on how to properly address it before you meet with the employee.

The Impacts of Drug and Alcohol Dependence

- Premature death/fatal accidents
- Injuries/ increase in accident rates
- Productivity losses
- Absenteeism/extra sick time
- Loss of Production
- Poor decision making
- Theft
- High Turnover
- Poor decision making
- Loss of efficiency
- After-effects of substance abuse (hangover, withdrawal) affecting job performance.
- Lower morale of co-workers
- Increased likelihood of having trouble with co-workers/supervisors or tasks.
- Illegal activities at work including selling illicit drugs to other employees
- Lack of focus
- Increased health-related problems
- Increase of health insurance

NCAD

STATISTICS

- ⇒ *Employees with alcohol problems are 2.7 times more likely than employees without drinking problems to have injury-related absences.*
- ⇒ *A hospital emergency department study showed that 23% of patients with an occupational injury were at-risk drinkers.*
- ⇒ *Breathalyzer tests detected alcohol in 16% of emergency room patients injured at work.*
- ⇒ *Large federal surveys show that 24% of employees report drinking during the workday at least once in the past year.*
- ⇒ *20% of employees and managers across a wide range of industries and company sizes report that a co-worker's on-or-off-the-job drinking jeopardized their own productivity and safety.*

NCADD

2017 Upcoming Events @ People First

LEADERSHIP FUNDAMENTALS

Focus on the skills needed to manage people and results.

Afternoon sessions beginning on March 6th through April 10th, 2017

CREATING A CONFLICT PRODUCTIVE WORKPLACE

Creating a workplace that uses conflict productively & effectively for positive relationships to achieve results.

THE ACCOUNTABLE LEADER

Learn the skills needed to effectively manage activities and decisions.

Next session dates coming soon....

RESPECTFUL WORKPLACE POLICIES & TRAINING

In Canada, employers are required to have a RWP Policy in place.

Depending on what province you operate in, there will be specific guidelines required in your policy.

For information regarding On-line & In-House training options, please contact:

*Lisa Bircham: 204-940-3919 or
lbircham@peoplefirsthr.com*

[HTTP://WWW.PEOPLEFIRSTHR.COM/
UPCOMING-EVENTS](http://www.peoplefirsthr.com/upcoming-events)

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Recognizing Signs of Substance Abuse



- ◆ Skipping work, being frequently absent or late.
- ◆ Having accidents on or off the job.
- ◆ Worsening productivity.
- ◆ Taking longer than normal to complete tasks.
- ◆ Being late coming back from breaks or lunches.
- ◆ Getting into conflicts with co-workers.
- ◆ Poor personal hygiene or grooming.
- ◆ Increased irritability or angry outbursts, nervousness.
- ◆ Smell of alcohol, marijuana, slurred speech.
- ◆ Stumbling, dilated pupils, bloodshot eyes.
- ◆ A change in **personality**, erratic behavior, or being overly talkative.

PERSISTENCE...

"Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all.."

Dale Carnegie

"Ask the Expert" Alcohol and Drug Abuse



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Tom is a long term employee who works as an office manager in a small business. During his 10 years' service, he has worked very hard, performed well and was one of the best employees the business ever had. However, things began to change over the last couple of years once Tom was promoted to a more senior level position with added responsibilities. There had been some noticeable changes in his behavior, productivity and attendance. Tom was not getting to work on time, he did not seem to be motivated, and generally did not seem to care anymore. Employees noticed the occasional drink after work became a couple of drinks every day. There was obviously a problem and you are likely correct in suspecting what the reason is. *So, what do you do?*

Unfortunately, Tom's story is not all that uncommon. Employers are having to deal with more Alcohol and Drug abuse situations every day. How you address it is important. The last thing you want to do is risk breaching any form of legislation.

Any time you notice a pattern of negative behavior, such as what has been mentioned, you are obligated to address it. You do not want to ignore it and put yourself in a situation which places the personal safety of the employees and others at risk.

You should keep detailed records of the behaviours until you have established what you would consider to be reasonable cause and then address it with the employee.

Discuss your concerns privately with the employee and always have a trusted witness present. Discuss what you have observed and share all of the details.

Never give your opinion as to what you suspect is happening. At this point, you are simply speaking with the employee regarding their behavior.

Give the employee the opportunity to explain their behavior. If the employee states the reason for their behavior is the result of an alcohol or drug abuse problem, you must then address it as a substance abuse issue.

You are now obligated to ensure the safety of the employee and the workplace. Encourage the employee in obtaining professional help. Also, offer your assistance as much as reasonably possible. Document all of your steps in accommodating the employee including the employee's responsiveness whether positive or negative. Include notes on expectations set by the business and how the employee responded along with any positive and negative outcomes.

The process in dealing with these types of behaviors and managing an employee through a substance abuse problem can be very slow, time consuming, and could be one of the biggest challenges you have ever faced as an employer. If an employee begins to show very visible signs of intoxication and becomes an immediate risk to themselves and others, you must act quickly and remove the employee from any harmful situation. Always being respectful but effective in eliminating risk.

It is important you manage the process with a lot of care, attention to detail, and a high sense of urgency. Making sure the safety of your employees and others are a top priority and knowing when to introduce the expertise of Human Resources support will help you considerably in managing your way through the process.

For more information please visit the government of Manitoba website at:
<http://www.gov.mb.ca/healthyliving/addictions/adult.html>

Or, speak with your **EAP Provider**

PEOPLE FIRST

HR SERVICES

People First HR Services is a People Corporation company

People First is a division of People Corporation, a leading employee benefits, group retirement and human resource consulting firm in Canada. Headquartered in Winnipeg, with a growing national footprint and fourteen offices across seven provinces, the Company is bringing together the leading consultants in the industry, offering innovative and customized human resource, benefit and pension solutions to its clients.

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