TOGETHERARKANSAS
Opioid Response Initiative

WORKING TOGETHER FOR A DRUG-FREE WORKFORCE

MODULE 3: ISSUES TO CONSIDER WHEN CRAFTING A DRUG-FREE WORKPLACE (DFWP) POLICY

For a drug-free workplace to be effective, leadership must make educated and responsible policy decisions … and commit to them. These decisions are based on several key factors:

- **Safety Sensitivity:** The degree to which employee roles impact safety.
- **Logistics:** Practical considerations like timing, staffing, and budget.
- **Culture:** Public image, customer relations, and business entertainment practices.
- **Risk Aversion:** The company's tolerance for potential risks.
- **Leadership Beliefs:** The knowledge and personal preferences of decision-makers regarding substance use.

Investing time and effort in developing a thoughtful DFWP program will outweigh the risks of reacting hastily when issues arise. So what, specifically, should be included in an effective and efficient drug-free workplace policy?

- **Purpose Statement** -- Explaining why the company is implementing this program and the commitment to establishing a healthy, safe and productive workplace

- **Company Contacts** -- Identifying who will oversee the operations of the program and to whom questions about the program should be addressed

- **Coverage** -- Who's subject to your policy, including the obvious (full and part-time employees), but also other classifications of workers (e.g., seasonal, interns, volunteers)

- **Key Definitions** -- To minimize any misunderstandings (e.g., accident, under the influence, on the job)

- **Information about Assistance** -- Directing employees where they can voluntarily turn if they or a family member is experiencing an alcohol or other drug issue

- **Rules and Expectations** -- Around such things as the use of illicit drugs, prescription and over-the-counter medications and alcohol; on-call expectations; off-duty use; complying with testing; and confidentiality

- **About Testing** -- Including such things as who will be tested, when and how it will occur, what drugs are being tested for, what constitutes a positive test, systems and protections built in for employees, and what recourse they have to contest or appeal a positive result

- **Consequences of Policy Violations** -- To give fair notice about the consequences of violating each of these rules

Together Arkansas, including the course and these resource materials, has been developed to raise awareness with businesses about how to respond to the risks associated with the misuse of opioids and other drugs. The content is meant for educational purposes only and not for the purpose of providing legal advice or replacing the work needed to develop a responsible drug-free workplace policy and program. As such, it should not be used as a substitute for consultation with a legal professional or other competent advisor. If you have questions about this course or the information presented here, please reach out Contact@TogetherArkansas.com.

To view the other modules in this course, visit www.TogetherArkansas.com.

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