MODULE 3: DRUG-FREE WORKPLACE (DFWP) NEW-HIRE ORIENTATION

DURATION: 15 - 30 Minutes

During new-hire orientation, allocate 15 - 30 minutes to review your company's Drug-Free Workplace (DFWP) Policy and Program. During this period, you should carefully review each of the seven program elements listed below. Direct the employee's attention to where the program element is written in your policy document. Explain to the employee that they will receive additional information during a future employee education session. Be sure to have the new-hire review and sign all your policy-related verification forms.

Seven Points to Cover in New-Hire Orientation

1. Why the company is operating a drug-free workplace program
   - To assure safety, health and well-being of employees and the public with whom they interact
   - To comply with the regulations of the government, worksites and projects
   - To educate employees about the impacts of alcohol and other drugs

2. What substances the company's program is concerned with and why
   - Use of illegal drugs (including the company's stand on medical marijuana, if applicable in that state)
   - Misuse of alcohol
   - Abuse of prescriptions and over-the-counter medications

3. Who the Program Administrator is and information about their role
   - Name and contact information
   - Role is to answer questions and to field concerns from the employees about co-workers

4. What helping resources are available and how to access them

5. The rules of the program

6. About testing
   - When an employee may be tested
   - Safeguards and protections to assure test accuracy
   - Employee's rights around explanation or rebuttal

7. Consequences of policy violations

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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