

Hold the Dope: A Program for Creating Drug-Free Restaurants

Instructor Guide



Arkansas Hospitality Association
Arkansas Restaurant Association
UALR Arkansas Small Business Development Center
U.S. Small Business Administration

Hold the Dope: A Guide For Creating Drug-Free Restaurants

Instructor Guide

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Instructor Guidelines and Information

Title:

"Hold the Dope: A Program for Creating Drug-Free Restaurants"

Grade Level

Adult Post-Secondary

Topic/Subject Area:

Drug-Free Workplace

Summary of Lesson:

"Hold the Dope: A Program for Creating Drug-Free Restaurants" is composed of one learning module and two reference modules. Each module consists of 9-12 pages. Total presentation time is estimated at two-hours. The seminar may be presented in as little as one-hour by reducing the recommended presentation times in the curriculum by half.

The first module, "Drug Free Workplace Programs," provides background information on federal and Arkansas State mandated drug-free workplace programs (DFWP). This first module includes information on notifying employees, required drug and alcohol testing, laboratory requirements, and employee substance abuse education.

The second module, "Sample Policies, Forms, & Letters," provides samples of common drug-free workplace (DFWP) forms, such as, an "Employee Notice and Acknowledgement of Employer Testing Requirements," "Applicant's Consent to Drug/Alcohol Testing," and a "Supervisor's Checklist for Making Reasonable Cause Determination." A copy of the Arkansas Workers' Compensation Commission's sample "substance Abuse Policy Statement" is also included. Recommend that seminar participants are reminded to perform due diligence by having their company's substance abuse policy and forms reviewed by competent lawyers and/or human resources professionals.

The third module, "Employee Education," provides background information on illicit drugs and substances prevalent among secondary school youth. Due to the notoriety of date rape drugs, information on the effects of these substances and safety tips to avoid being victimized are included in this module. Seminar participants should use these materials for educating employees by posting on bulletin boards and/or briefing at staff meetings. The pages in this module have been written at the sixth-grade reading level or below.

Materials:

- 1 - Participant Workbook per student
- 1 - Instructor Guide per instructor
- 1 - Instructor's Report per class
- 1 - Microsoft PowerPoint presentation **or** set of overhead transparencies
- Audio-visual equipment

Instructional Design:

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Two_Hour Curriculum:

Page & Topic	Guidelines & Recommendations	Time
Introduction	Introduce speaker Thank sponsors Brief administrative details (smoking, refreshments, washrooms, evaluations, etc.	5 min
Module 1 - Creating a Drug Free Workplace Program		
1-2 Drugs & the Hospitality Industry	Focus on chart showing cook and wait staffs having higher % of drug use.	3 min
1-3 The U.S. Department of Labor Drug Free Workplace	Focus on the five components of DFWPs. May implement any or all components.	2 min
1-3 The Arkansas Certified Drug Free Workplace	Focus on three components . May opt for a non-certified DFWP. Drug testing is required for Arkansas Certification.	10 min
1-4 Notifying Employees and Job Applicants	Focus on all DFWP programs meeting Arkansas notice requirements.	5 min
1-5 Notice to Job Applicants and Employees	Briefly cover each of the thirteen requirements. Model policy meeting notice requirements is included on page 2-3.	15 min
1-6 Drug Free Program Approval Process	Briefly cover approval process, appeal process, and failure to maintain a DFWP.	5 min
Break		10 min
1-7 Required Drug & Alcohol Testing	Focus on job applicant and reasonable suspicion testing.	15 min
1-8 Laboratory Requirements	Focus on initial testing labs need one certification, but confirmation labs need two certifications.	5 min
1-9 Substance Abuse Education	Sample policy and receipt are included in module 2.	10 min
Elapsed Time:		1:25 hr

Module 2 - Sample Policies, Forms & Letters		
2-2 Employee Notice and Acknowledgement of Testing Requirements	Highlight that this form is used with a copy of the employer's substance abuse policy. This form serves as a receipt.	3 min
2-3 to 2-7 Substance Abuse Policy Statement	Mention that this policy was drafted by Arkansas Workers Compensation Commission and meets Arkansas certification requirements. Remind attendees to use "due diligence" and have their policy reviewed prior to use.	5 min
2-8 Applicants Consent to Drug/Alcohol Testing	This form is used during the hiring process for candidates that the employer has determined otherwise "hirable."	2 min
2-9 to 2-11 Supervisor's Checklist for Making Reasonable Cause Determination	Highlight that this or a similar document should be used to protect against indiscriminate and possibly illegal testing. AWCC has developed a shorter one-page sample form.	5 min
Elapsed time:		1:50 hr
Module 3 - Employee Education		
3-2 to 3-9 Avoid the Drugz (module)	Mention this module contains information on specific drugs. Highlight date rape drugs (3-7) and party safety (3-8). Recommend use on bulletin boards or during staff meetings.	5 min
Conclusion	Thank participants for attending Remind participants of sponsoring agencies' services and contact information. Complete and collect evaluations	5 min
Elapsed time:		2:00 hr

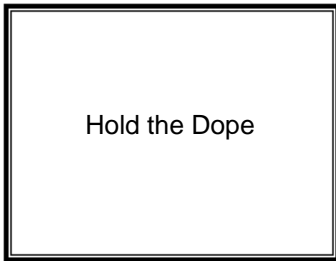
Module 1

Drug Free Workplace Programs

Objectives:

- Name the five components of a drug-free workplace program according to the U.S. Department of Labor.
- Name the three mandatory components of an Arkansas Certified Drug-Free Workplace program.
- State five requirements for notifying employees and job applicants.
- State eight of ten required items in a notice to job applicants or employees.
- Describe the Arkansas Certified Drug Free Workplace approval and appeals processes.
- Name five types of drug testing.
- State seven of nine contents required in employee substance abuse education materials.

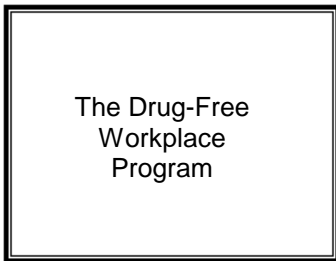
Drugs and the Hospitality Industry



2

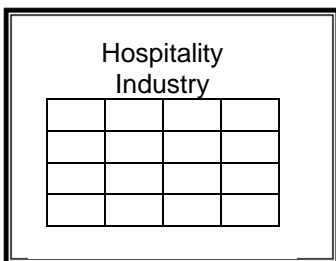
(Introduction)

- Yourself
- Host
- Sponsors
- Administrative



3

(Transition)



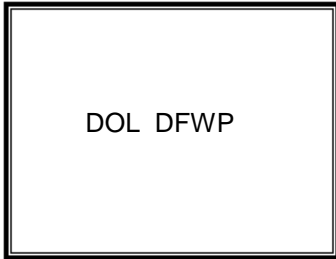
4

(Highlight chart)

Plain Facts

- The hospitality industry traditionally draws heavily from the pool of 18- to 34-year-old job seekers, a segment of the American population that is at the heart of a nationwide increase in illegal drug use.
- Among young adults age 18-20, 18 percent are currently illicit drug users; 12 percent of those age 21-25 and 8 percent of those age 26-34 also are current drug users.²
- Substance abuse among American teens is increasing at an alarming rate—up 33 percent in the past year; up 78 percent in past three years.
- Among employees at "eating and drinking places," over 16 percent admit to using illegal drugs during the past month, while 28 percent say they have used such drugs sometime during the past year. More than 15 percent admit to heavy alcohol use.
- According to a survey of 400 Hardee's fast-food establishments, 23 percent said they had initiated substance abuse prevention programs; 57 percent of those companies reported a positive financial impact, including reduced employee turnover and absenteeism.

The U.S. Department of Labor Drug Free Workplace



5

(Discuss Dept of Labor
DFWP program)

Focus on 5 components.

May implement all or any.

Purposes

To promote voluntary drug-free workplaces.

To discourage drug and alcohol abuse.

Components

- Written notice,
- Supervisor training,
- Employee education,
- Employee assistance program, and
- Procedures for testing for drugs and alcohol.

The Arkansas Certified Drug Free Workplace



6

Focus on 3 mandatory components.

May opt for non-certified DFWP.

Drug testing is required for Arkansas certification and 5% workers compensation insurance discount.

Purposes

To promote voluntary drug-free workplaces.

To discourage drug and alcohol abuse.

Required Components

- Written notice,
- Education, and
- Procedures for testing for drugs and alcohol.

Why certify?

Ratings Plan

Employers who adopt a drug-free workplace program as prescribed herein, and are annually accepted by the Division as having such a program, shall qualify for workers' compensation premium credit.

Reduced Costs

- Lower absenteeism and tardiness.
- Fewer health benefits claims.
- Fewer workers compensation claims.
- Less theft.
- Fewer accidents.

Improved workplace

Increased productivity.

Improved morale.

Notifying Employees and Job Applicants

Notifying
Employees
& Applicants

7

Focus on the five notice requirements highlighted in bold.

All DFWP programs should meet Arkansas notice requirements.

Arkansas Requirements

Employer must give a one-time **written policy statement** to all employees and job applicants. (See sample on page 2-3)

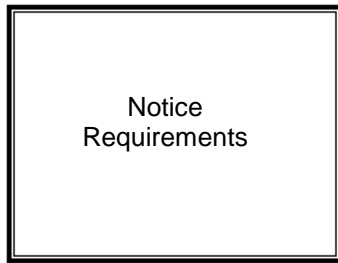
At least **60 days must elapse** between one-time notice to all employees that a DFWP is being implemented and the effective date of the program.

Vacancy announcements must include notice of drug and/or alcohol testing for positions requiring testing.

Notice of the employer's drug and alcohol **testing policy must be posted** in an appropriate and conspicuous location. (See sample on back page)

Copies of the **policy must be made available** for inspection by applicants and employees during regular business hours.

Notice to Job Applicants and Employees



8

Briefly cover each of the 13 requirements.

Model policy meeting notice requirements is included on page 2-3

Must contain:

A general statement of the employer's policy on employee drug and alcohol abuse, which must identify:

It is a **condition of employment** for an employee to refrain from reporting for work with the presence of drugs or alcohol in the employee's body;

The **type of drug or alcohol testing** that an employee or applicant may be required to submit to; and

The **actions that an employer may take** on the basis of a positive, confirmed, verified drug or alcohol test result;

A statement advising the employee or applicant of the **existence of the rule**;

A statement explaining the **protections available** to employees under the rule;

A general statement concerning **confidentiality**;

The **consequences of refusing** to submit to a drug or alcohol test;

A list of employee assistance programs or drug/alcohol rehabilitation programs;

A statement **informing the employee or applicant of responsibility for informing testing laboratory** of any administrative or civil action brought;

A list of all classes of **drugs for which the employer may test**;

A statement regarding any collective bargaining agreement or contract and the right to appeal to the applicable court; and

A statement that **the notice complies with the requirements for notice**.

A model notice and policy may be obtained from the Worker Compensation Commission.

(See sample on page 2-3)

Drug Free Program Approval Process



9

Briefly cover approval process, appeal process, and failure to maintain.

Approval Process

Employer annually completes and submits an accurate application.

Commission notifies employer of acceptance or any deficiencies.

Employers requesting premium credits provide the Commission acceptance form to their insurer.

Insurers may obtain a review of the Commission's findings.

Employers qualifying for and receiving premium credits are reported annually by insurer to the Commission.

Appeal Process

Employer or insurer files written request for review, setting out the grounds for review, with the Clerk of the Commission **within 15 days of decision**.

The Commission will decide the issues within 15 days of receipt of request for review, based on the written record.

Failure to Maintain a DFWP

Failure to maintain a DFWP renders the covered employer ineligible for premium credits.

Required Drug and Alcohol Testing



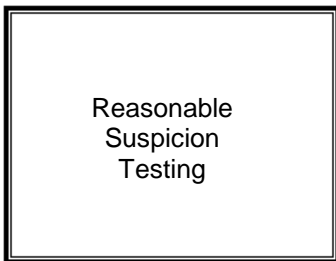
10

Focus on job applicant and reasonable suspicion testing



11

Law does not require employer to refuse to hire



12

Reasonable suspicion form included on page 2-9

Job Applicant Testing

- Must require applicants submit to a drug test.
- May refuse to hire based on refusal or positive result.
- May conduct limited testing.
- May test for alcohol and/or any drug.
- Shall limit testing for public employees.

Reasonable Suspicion Testing

- Must require employees to submit to reasonable suspicion testing.
- Must test **within 8 hours for alcohol** related incident.
- Must test **within 32 hours for drug** related incident.
- Must make written documentation **within 24 hours or before results** are released, whichever is earlier. (See sample on page 2-9)
- Must provide written documentation to employee on request.
- Must keep original documentation confidential and **retain for 1 year.**

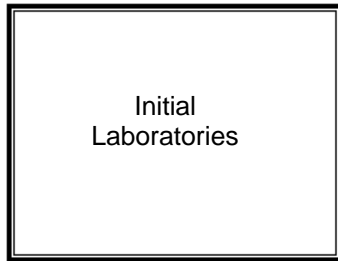
Routine Fitness-for-duty Testing

Follow-up Testing

Post-accident Testing

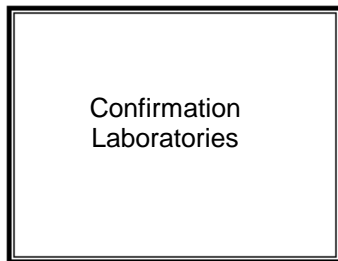
- Must require after an accident, which results in an injury.
- Must collect specimen **within 8 hours for alcohol.**
- Must collect specimen **within 32 hours for drugs.**

Laboratory Requirements



13

Focus on initial labs needing just 1 certification



14

Focus on confirmation labs needing 2 certifications.

Labs can be located through yellow pages.

Certification for initial specimens

- ☞ Licensed and approved by the Arkansas Department of Health, or
- ☞ Certified by U.S. Department of Health and Human Services, or
- ☞ Certified by the College of American Pathologists.

Must use procedures established by U.S. Department of Transportation.

Certification for confirmation tests

- ☞ Certified by one of the initial test authorities, and
- ☞ Certified by Substance Abuse and Mental Health Services Administration or
- ☞ Certified by the College of American Pathologists forensic urine testing programs.

Costs

Employer shall pay the cost of all required drug and alcohol tests.

Employee or applicant shall pay the cost of all non-required tests.

Substance Abuse Education

Substance
Abuse
Education

15 - Requirements

Substance
Abuse
Education

16 - Required Contents

Sample policy developed by
AWCC included on page 2-3

Substance
Abuse
Education

17 - Required contents
cont.

Sample receipt included on
page 2-2

Certification Requirements

Provide all employees educational materials, which explain employer's policies and procedures.

- Distribute to each employee prior to start of DFWP program.
- Distribute to each employee hired or transferred into DFWP locations.
- Provide written notice to employee organizations of material availability.

Required Contents

- Identity of person designated to answer all employee questions.
- What period of the workday the employee is required to be in compliance with rule.
- Employee conduct prohibited.
- Circumstances for testing employees for alcohol and/or drugs.
- Detailed procedures for conduct of tests, employee protections, test integrity and safeguarding and privacy of testing results.
- Requirement for employees to submit to alcohol and drug tests.
- Explanation of what constitutes a refusal to submit to testing and consequences.
- Consequences for violations of DFWP program, including removal from safety-sensitive functions.
- Information on the effects of alcohol and drug use on health, work, and personal life; signs and symptoms of an alcohol or drug problem; and methods of intervening.

Certificate of Receipt

- Each employee is required to sign a statement certifying receipt of the above materials. (See sample on page 2-2)
- Each employer maintains an original of the signed certificate.
- May provide a copy of the receipt to the employee.

Sample Policies, Forms & Letters

EMPLOYEE NOTICE AND ACKNOWLEDGEMENT OF EMPLOYER TESTING REQUIREMENTS

PART 1: NOTICE

This is to inform you that the company/organization conducts testing to identify job applicants and current employees who may be abusing drugs and/or alcohol.

A copy of the company's/organization's policy on this matter is either attached to this notice or will be given to you upon request.

You have the right to refuse to undergo testing. However, the consequences of refusal to undergo testing or a refusal to cooperate in testing by an applicant will result in the termination of the pre-employment selection process, and the consequences of refusal to undergo testing or a refusal to cooperate in the testing by an employee will result in disciplinary action up to and including discharge.

An applicant who fails a test will not be hired, and an employee who fails a test will be subject to disciplinary action up to and including discharge.

Remaining drug-and/or alcohol-free and participation in the company's/organization's drug and/or alcohol testing program is a condition of continued employment.

PART II: ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the company's/organization's policy pertaining to drugs and alcohol.

(Signature)

(Date signed)

(Printed name)

(Signature of witness)

YOUR COMPANY LETTERHEAD

SUBSTANCE ABUSE POLICY STATEMENT

(COMPANY NAME) is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any (COMPANY NAME) employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, (COMPANY NAME) has established the following policy, pursuant to Arkansas Workers' Compensation Rule 36.

It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.

It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.

It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.

It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities, which may include the serving of alcoholic beverages, are not included in this provision). An employee whose normal faculties are impaired due to alcoholic beverages while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Violators of this policy are subject to disciplinary action up to and including termination.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at (COMPANY NAME).

If your company is subject to the requirements of the Drug-Free Workplace Act of 1988 (By nature of a grant/contract with the Federal Government), you should add the following statement to your drug policy:

As a condition of employment, employees must abide by the terms of this policy and must notify (COMPANY NAME) in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

If you are including a designated EAP in your company's program, add the following paragraphs to your drug policy:

(COMPANY NAME) offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling for employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance; but the cost of such outside services is the employee's responsibility.

Confidentiality is assured. Information regarding the nature of the personal problem will not be made available to supervisors, nor will it be included in the permanent personnel file. Participation in the EAP will not effect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP can be accessed by an employee through self-referral or through referral by a supervisor. We will distribute information about the EAP to employees for their confidential use.

If you are not contracting with a designated EAP but are providing a directory of local EAP substance abuse treatment providers instead, add the following paragraph to your policy:

The company offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file; which is located (INSERT WHERE). In addition, we will distribute this information to employees for their confidential use.

Insert this section for all drug policies:

GENERAL PROCEDURES: Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

Insert this section for all drug policies:

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS: Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company. If terminated, an employee may contest the drug test result pursuant to rules adopted by the Arkansas Department of Labor.

CONFIDENTIALITY: The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

JOB APPLICANT DRUG TESTING: All job applicants (post-offer, pre-placement) at (COMPANY NAME) will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed and verified positive test result will be denied employment.

Once an offer of employment has been made and accepted, applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by (COMPANY NAME), and by signing a consent agreement will release (COMPANY NAME) from liability. If the physician, official, or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.

(COMPANY NAME) will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that (COMPANY NAME) will not tolerate.

EMPLOYEE DRUG AND ALCOHOL TESTING: (COMPANY NAME) has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - A report of substance abuse, provided by a reliable and credible source;
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - Information that an employee has caused or contributed to an accident while at work; or
 - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employee's vehicle, machinery, or equipment.

2. When employees have an on-the-job injury that requires more than first aid treatment as defined in AWCC Rule 36, an employer must send employees for a substance abuse test.
3. As part of a follow-up program to treatment for drug or alcohol abuse.
4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by; law, regulation, are part of the covered employer's established policy if it is in place by January 1, 2000, or one that is scheduled routinely for all members of an employment classification group.

Note: your company may also require other types of testing, such as random testing. You should include a description of those other testing situations in this segment

REFUSAL TO SUBMIT

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

IMPORTANT INFORMATION FOR JOB APPLICANTS AND EMPLOYEES

When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information.

The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result, a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss this information at that time.

The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and nonprescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to Act 1552 of 1999 Section 5 a. The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal as described in AWCC Rule 36, Section XI V.

(Insert this section for all drug policies)

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:

Alcohol: (not required for job applicant testing) Any " Alcoholic beverage, " all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example; Vicks Nyquil TM is 25% (50 proof) ethyl alcohol, Comtrex TM is 20% (40 proof), Contac Severe Cold Formula Night Strength TM is 25% (50 proof) and Listerine TM is 26.9%(54 proof).

Methamphetamines: " speed," "uppers," etc.

Cannabinoids: THC, marijuana, hashish, 11 pot," 1. grass," "hash," etc.

Cocaine: "coke," "crack," etc.

PCP: "angel dust."

Opiates: Narcotics, Heroin, Codeine, Morphine, " smack, dope, etc.

Note: An employer must testfor these 6 substances in order to be certified. The Rules & Guidelines of the Drug-Free Workplace Program do not prohibit an employerftom testingfor a broader range ofsubstances. Ifyou decide to testfor additional drugs, it is advised that they be included on this list.

Be sure to consult with your attorney prior to implementing any policy relating to DFWP

APPLICANT'S CONSENT TO DRUG/ALCOHOL TESTING

I understand it is the policy of the company/organization to conduct drug and/or alcohol tests of job applicants for the purpose of detecting drug and/or alcohol abuse, and that one of the requirements for consideration of employment with the company/organization is the satisfactory passing of the company's/organization's drug and/or alcohol test(s).

For the purpose of being further considered for employment, I hereby agree to submit to a drug and/or alcohol test.

I understand that favorable test results will not necessarily guarantee that I will be employed by the company/organization.

If I am accepted for employment, I agree to take drug and/or alcohol tests whenever requested by the company/organization, and I understand that the taking of such tests is a condition of my continued employment.

I also give consent to the testing agency to release to the company/organization and other officially interested parties the results of my tests.

At this time I consent to a drug and/or alcohol test.

(Signature of applicant)

(Date signed)

(Printed name of applicant)

(Signature of witness)

SUPERVISOR'S CHECKLIST FOR MAKING REASONABLE CAUSE DETERMINATION

Employee's name _____

Department _____

Date(s) _____

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flus, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

Work Patterns:

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are currently present:

- | | |
|--|---|
| <input type="checkbox"/> Constricted pupils | <input type="checkbox"/> Drowsiness |
| <input type="checkbox"/> Dilated pupils | <input type="checkbox"/> Odor of alcohol |
| <input type="checkbox"/> Scratching | <input type="checkbox"/> Nasal secretion |
| <input type="checkbox"/> Red or watering eyes | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Muscular incoordination |
| <input type="checkbox"/> Sniffles | <input type="checkbox"/> Unconsciousness |
| <input type="checkbox"/> Excessively active | <input type="checkbox"/> Inability to verbalize |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Irritable |
| <input type="checkbox"/> Flushed skin | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Sweating | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Yawning | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Twitching | <input type="checkbox"/> Bizarre behavior |
| <input type="checkbox"/> Violent behavior | <input type="checkbox"/> Needle marks |
- Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)
- Possession of substance that appears to possibly be a drug or alcohol
- Other _____
- _____
- _____

**DETERMINING REASONABLE CAUSE**

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

[Y][N]

[] [] Has some form of impairment been shown in the employee's appearance, actions or work performance?

[] [] Does the impairment result from the possible use of drugs or alcohol?

[] [] Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?

[] [] Are the facts capable of explanation?

[] [] Are the facts capable of documentation?

[] [] Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

TAKING ACTION

____ Reasonable cause established

____ Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's

Signature: _____

Employee Education

The Truth About Marijuana

Pot, Grass, Reefer, Ganja, Mary Jane, Blunt, Joint, Roach, Nail, Weed

Plain Facts

Pot affects your brain. Pot affects and damages the nerve cells in the part of the brain where memories are formed, making it hard to remember things.

Pot affects your motor-control. Pot can seriously affect your sense of time and your ability to do things that require coordination - like driving.

Pot affects your lungs. There are more than 400 known chemicals in Pot. A single joint contains four times as much cancer-causing tar as a filtered cigarette.

Pot affects your health. Pot can limit your body's ability to fight off infection. It can increase your heart rate and lead to frequent chest colds.

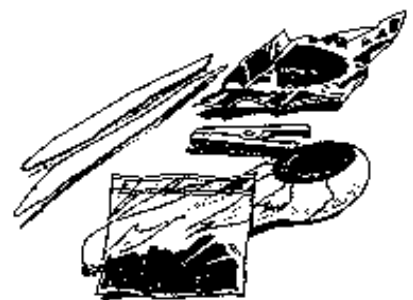
Pot is not always what it seems. Before it is sold, Pot can be laced with other dangerous drugs without your knowledge. "Blunts"-hollowed-out cigars filled with Pot-sometimes have substances such as crack cocaine, PCP, or embalming fluid added to them.

Think About

The Law. It is illegal to buy or sell Pot. In most states, holding even small amounts of Pot can lead to fines or arrest.

The Risks. Using Pot or other drugs increases your risk of injury from car crashes, falls, burns, drowning, and other accidents.

Your Peers. Most young adults don't smoke Pot. According to a 1997 study, four out of five 12- to 17-year-old youth had never even tried Pot.



The Truth About Heroin

Smack, Horse, Mud, Brown Sugar, Junk, Black Tar, Big H, Dope, Skag

Plain Facts

Heroin affects your brain. Heroin enters the brain fast. It slows your thinking, slows down reaction time, and slows down memory. This affects the way you act and make decisions.

Heroin affects your body. Heroin poses special problems for those who inject it because of the risks of HIV and liver disease that can occur from sharing needles.

Heroin is super-addictive. Heroin is highly addictive because it enters the brain so rapidly. It affects those areas of the brain that produce addiction.

Heroin is not what it may seem. Despite the glamour in films, fashion, and music, heroin use can have tragic results that extend far beyond its users. Fetal effects, HIV/AIDS, TB, violence, and crime are all linked to its use.

Heroin can kill you. Heroin is one of the top three drugs reported by medical examiners in drug abuse deaths.

Think About

Know the law. Heroin is an illegal Schedule I drug, meaning that it is in the group of the most highly addictive drugs.

Get the facts. In the 1990's, hospital emergency room episodes involving heroin increased by four times among teens.

Stay informed. The early deaths of several popular musicians and other celebrities may have caused many young people to avoid heroin use, but to others, the dangers are still not clear. The average age of first use was 21.3 in 1998.

Know the risks. Because the strength of heroin varies and its impact varies when used with alcohol or other drugs, the user never knows what might happen with the next dose.

Look around you. The vast majority of young adults are not using heroin. According to a 1999 national study, only 2 percent report ever having tried it.

The Truth About LSD

Acid, Blotter, Blue Star, Blue Tabs, Lucy, Mikes, Specs, Trippers

Plain Facts

LSD affects your brain. LSD alters how the brain perceives time, reality, and the environment around you. They also affect the way you move, react to situations, think, hear, and see. This may make you think that you're hearing voices, seeing images, and feeling things that don't exist.

LSD affects your heart. The use of LSD leads to an increase in heart rate and blood pressure. LSD can put you in a coma. They can also cause heart and lung failure. LSD affects your well being. The use of LSD may change the way you feel emotionally. They may cause you to feel confused, suspicious, and disoriented. Use of PCP may interfere with hormones related to normal growth as well as with the learning process.¹

LSD affects your self-control. The impact of LSD varies from time to time, so there is no way to know how much self-control you might maintain. They can cause you to mix up your speech, lose control of your muscles, make meaningless movements, and do aggressive or violent things.

Think About

Know the law. LSD is illegal to buy, sell, or possess.

Get the facts. Hallucinogenic drugs distort your perception of reality. LSD causes your sense of space and time to become distorted and cause you to see objects that aren't really there.

Stay informed. It's easy to quickly develop a tolerance to LSD so that it takes more and more of the drug each time to get the same effect. This is dangerous because taking more and more of the same drug may lead to an overdose with severe effects.

Know the risks. LSD can cause flashbacks. Effects of the drugs, including hallucinations, can occur weeks, months, even years after use.

Look around you. Most people are not using LSD. According to a 1999 study, only 1 percent of young adults use LSD regularly and 94 percent of young adults had never even tried LSD.

The Truth About Steroids

Arnolds, Gym Candy, Pumpers, Stackers, Weight Trainers, Juice

Plain Facts

Steroids affect your heart. Steroid abuse can cause heart disease, including heart attack and stroke.

Steroids affect your appearance. In both sexes, steroids can cause baldness, cysts, acne, and oily hair and skin.

Steroids affect your mood. Steroids can make you angry for no reason. There are cases of murder due to intense anger from steroid use.

Steroids increase your risk of infection. Sharing needles or using dirty needles to inject steroids puts you at risk for liver diseases and AIDs.

Think About

Know the law. Steroids are illegal to possess without an order from a doctor. It is illegal for anyone to sell steroids.

Get the facts. Doctors order steroids for specific medical problems. They are only safe for use when a doctor watches the person.

Know the risks. Illegal steroids are made overseas and smuggled into the United States or made in secret labs in this country. They pose greater health risks because they are not regulated by the government and may not be pure or labeled correctly.

Look around you. Most people aren't using steroids. Among teenage males, who use steroids most, past year use was reported by only 2.5 percent of 12th graders.

The Truth About Inhalants

Glue, Kick, Bang, Sniff, Huff, Poppers, Whippets, Texas Shoe-Shine

Plain Facts

Huffing affect your brain. Huffing affects your brain faster and stronger than many other substances. Huffing can cause life long physical and mental damage before you know what's happened.

Huffing affect your heart. Huffing starves the body of oxygen and forces the heart to beat irregularly and more rapidly -- that can be dangerous for your body.

Huffing damage other parts of your body. People who huff can lose their sense of smell; experience nausea and nosebleeds; and develop liver, lung, and kidney problems. Chronic use causes muscle wasting and reduced muscle tone and strength.

Huffing can cause sudden death. Huffing can kill you instantly. Huffers die by suffocation, choking on their vomit, or having a heart attack.

Think About

The Law. It's a misdemeanor in Arkansas to have or use nitrous oxide with the intent of inhaling it.

The Risks. Huffing can kill you the very first time you use them. Long time huffers may lose the ability to walk, talk, and think for good.

Your Peers. Most young adults don't huff. According to a 1998 study, only 1% of young adults huffs regularly and 94% of young adults have never huffed.



The Truth About Cocaine

Coke, Dust, Toot, Snow, Blow, Sneeze, Powder, Lines, Rock (Crack)

Plain Facts

Coke affects your brain. Coke causes a short-lived high that is immediately followed by opposite, intense feelings of depression, edginess, and a craving for more of the drug.

Coke affects your body. People who use Coke often don't eat or sleep regularly. They can experience increased heart rate, muscle spasms, and convulsions. If they snort Coke, they can also permanently damage their nasal tissue.

Coke affects your emotions. Using Coke can make you feel paranoid, angry, hostile, and anxious, even when you're not high.

Coke is highly addictive. People who become addicted to Coke lose interest in other areas of their life, like school, friends, and sports.

Coke can kill you. Coke use can cause heart attacks, seizures, strokes, and respiratory failure. First-time Coke users can have seizures or fatal heart attacks.

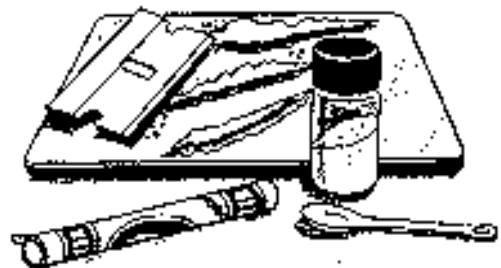
Think About

The Law. Coke-in any form-is illegal.

The Cost. Coke is expensive. Regular users can spend hundreds and even thousands of dollars on Coke each week and some will do anything to support their addiction.

The Risks. Coke impairs your judgment. Poor sexual judgement increases your risk for HIV/AIDS and other diseases, as well as rape and unplanned pregnancy.

Your Peers. The vast majority of young adults aren't using Coke. According to a 1998 study, less than 1% of young adults are regular Coke users. In fact, 98% of young adults have never even tried Coke.



The Truth About Methamphetamine

Speed, Meth, Crystal, Crank, Tweak, Go-fast, Ice, Glass, Uppers, Black beauties

Plain Facts

Meth affects your brain. Meth is a powerfully addictive stimulant that affects the central nervous system and can cause irreversible damage to blood vessels in the brain.

Meth affects your body. Prolonged use of these drugs can cause blurred vision, dizziness, loss of coordination, and collapse. An overdose can result in stroke and heart failure.

Meth affects your self-control. Meth may be as addictive as crack and more powerful.

Meth is not always what it seems. Meth is illegal and often produced in makeshift laboratories. It is impossible to know exactly what chemicals were used to produce it. How strong or dangerous Meth is varies each time.

Meth can kill you. An overdose of meth can result in heart failure. Long-term physical effects such as liver, kidney, and lung damage may also kill you.

Think About

The Law. Meth is illegal in all states.

Arkansas law prohibits the purchase of products containing ephedrine or pseudoephedrine by persons under age 18. Also, possession of more than 5 grams of ephedrine or 9 grams of pseudoephedrine is a felony.

The Cost. Meth is addictive. Regular users can spend hundreds of dollars on meth each week and some will do anything to support their addiction.

The Risks. Meth can cause a severe "crash" after the effects wear off. Meth users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Your Peers. A 1999 National High School Survey indicates that over 80 percent of young adults disapprove of using meth even once or twice.

The Truth About Ecstasy

E, X, XTC

Plain Facts

Ecstasy affects your brain. Ecstasy damages your brain, impairing your senses, memory, judgment, and coordination.

Ecstasy affects your body. Ecstasy increases your heart rate and blood pressure and can lead to heart or kidney failure, seizures, coma, and death.

Ecstasy affects your self-control. Ecstasy is used in "date rape" and other assaults.

Ecstasy is not always what it seems. Because Ecstasy is illegal and often produced in makeshift labs, you don't know what chemicals were used to produce it. How strong or dangerous Ecstasy is varies each time.

Ecstasy can kill you. Higher doses of Ecstasy can cause breathing problems, coma, or even death.

Think About

The Law. It is illegal to buy or sell Ecstasy.

The Risks. Mixing Ecstasy with alcohol is very dangerous. The effects of one drug can magnify the effects and risks of another.

Your Peers. Most young adults are not using Ecstasy. Less than 2% of teenagers use Ecstasy on a regular basis and 94% of young adults have never even tried Ecstasy.



The Truth About Date Rape Drugs

GHB: Liquid Ecstasy, Grievous Bodily Harm, Georgia Home Boy.
Ketamine: K, Special K, Ket, Vitamin K, Kit Kat.
Rohypnol: Roofies, R-2

Plain Facts

Date rape drugs affect the brain. Date rape drugs damage the neurons in your brain, impairing your senses, memory, judgment, and coordination.

Date rape drugs affect the body. Date rape drugs like ecstasy are stimulants that increase your heart rate and blood pressure and can lead to heart or kidney failure. Other Date rape drugs, like GHB, are depressants that can cause drowsiness, unconsciousness, or breathing problems.

Date rape drugs affect self-control. GHB and Rohypnol are used in "date rape" and other assaults because they are sedatives that can make you unconscious and immobilize you.

Date rape drugs can kill. Higher doses of date rape drugs can cause severe breathing problems, coma, or even death.

Think About

The Law. It is illegal to buy or sell date rape drugs. It is also a federal crime to use any controlled substance to aid in a sexual assault. Besides, what if the victim should die and you are charged with murder?

The Risks. Mixing date rape drugs together or with alcohol is extremely dangerous. The effects of one drug can magnify the effects and risks of another. In fact, mixing substances can be lethal.

Your Peers. The vast majority of young adults are not using date rape drugs.



Having Fun Safely

Food

Don't take candy from strangers. Ecstasy is pressed into colored candy shaped pills. LSD is being concealed in candy SweetTarts™ by simply placing a clear drop of the drug in the tart. Tarts are becoming more popular as a method of concealment.

Drinks

Know what you are drinking. Watch all bottles being opened or open them yourself. Watch mixed drinks being made or make them yourself.

Drink with a friend. Women especially should always drink in pairs. It is much more difficult to victimize two people than a lone individual.

Don't drink out of punch bowls. Date rape drugs are easily added to or hidden in an open bowl, carton, or bottle.

Don't do shots. Quickly swallowing shots is commonly used to hide GHB's salty taste.

Guard your drink. Never let your drink out of your control. If you do, don't finish it.

Driving

Don't drive under the influence. Also, don't ride with friends driving under the influence.

Don't drive tired. Take a bus or a cab home. Bring the telephone number of a reliable cab company to the party.

Follow the three R's - Rest, Recover, and Refuel



Drug Free Resources

Arkansas Bureau of Alcohol and Drug Abuse Prevention

<http://www.healthyarkansas.com>

Freeway Medical Center, 5800 West 10th Street, Suite 907, Little Rock, AR 72204
501/ 280-4500

Clearinghouse of alcohol and other drug abuse brochures, posters, and video materials.

Arkansas Workers' Compensation Commission

<http://www.awcc.state.ar.us>

AWCC Drug Free Workplace Program, P.O. Box 950, Little Rock, AR 72203-0950
501-682-3930 / 1-800-622-4472

AWCC provides guidance on Rule 36 - Voluntary Drug Free Workplace Rule.

American Council for Drug Education (ACDE)

<http://www.acde.org>

164 West 74th Street, New York, NY 10023
1-800-488-DRUG

ACDE's mission is to "fight drug abuse with facts." ACDE offers information about alcohol and other drug abuse prevention to employers and employees as well as parents, children, educators, students, policy makers, and constituents.

National Clearinghouse for Alcohol and Drug Information (NCADI)

<http://www.health.org>

P.O. Box 2345, Rockville, MD 20847-2345
1-800-729-6686

NCADI, operated by the Center for Substance Abuse Prevention (CSAP), is a national substance abuse information resource. The Clearinghouse offers research results, videos, prevention curricula, print materials, program descriptions, and state-level contacts.

Partnership for a Drug-Free America (PDFA)

<http://www.drugfreeamerica.org>

405 Lexington Avenue, 16th floor, New York, NY 10174
(212) 922-1560

PDFA produces anti-drug public service announcements using volunteers from the advertising, public relations, research, production, and media industries. Employers can obtain prevention-oriented ads, posters, tapes, and other materials designed to educate employees and supervisors about the cost of workplace drug abuse.