



The Manager Checklist for Addressing Addiction in the Workplace

What Managers Can Do

Addiction to alcohol and other drugs is a chronic and potentially fatal disease if not treated. Employers who notice an employee having difficulty on the job may want to assess whether alcohol or drug use is affecting this person's productivity. If this is the case, here are some steps you can take to begin a discussion about alcohol and drugs in the workplace:

- **Educate** - Educate employees about company policies regarding alcohol and drug use.
- **Document** - Keep a record of the employee's work performance – good and bad. That way you will be able to document any change.
- **Warn** - Have an informal talk to alert the employee about his or her unsatisfactory job performance, communicate your expectations and discuss the consequences. Do not discuss drug and alcohol abuse specifically. Keep the conversation on job performance issues.
- **Refer** - Contact the person designated by your company – whether it's a representative of your Employee Assistance Program (EAP), a medical professional or other – to advise you about confronting an employee who has problems. They can give you advice for your initial discussion and then inform the employee of available help.
- **Intervene** - Don't delay or beat around the bush. The sooner you talk to an employee, the sooner he or she can get help.
- **Confirm** - Evaluate the extent of any problem through professional assessment.
- **Follow up** - Stick to your guns. Once you have confronted an employee, following through with appropriate support is extremely important.

For more information, visit www.hazelden.org