

## TAKE A STAND!

- ✓ Examine your own alcohol and drug consumption habits. Are they hurting you, your family, or your co-workers? If you have a problem, get help.
- ✓ Help establish a policy against drug use in your workplace, with firm consequences for violations. Include management training, employee education, and, if appropriate, drug testing.
- ✓ If your company has an employee assistance program (EAP), make sure people know about it. If no EAP exists to direct people to treatment services, help develop one.
- ✓ Work with the security office, union, or employee association to set up an anonymous hotline for reporting drug trafficking on the job.

## FOR INFORMATION

American Council on Alcoholism  
Helpline  
800-527-5344

Center for Substance Abuse Prevention  
Drug-Free Workplace Helpline  
800-WORKPLACE

Center for Substance Abuse Prevention  
Treatment Hotline  
800-662-HELP

Cocaine Anonymous  
800-347-8998

National Council on Alcoholism and Drug  
Dependence Helpline  
800-NCA-CALL



Crime Prevention Tips from  
National Crime Prevention Council  
1700 K Street, NW, Second Floor  
Washington, DC 20006-3817  
and



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## ON THE JOB Alcohol and Drug Abusers Hurt Everyone





There's a very good chance that someone where you work abuses alcohol or other drugs.

### SO WHAT DOES THIS MEAN?

It's a problem that affects everyone. Workers who abuse alcohol and drugs —

- ✓ Are far less productive.

- ✓ Miss more work days.
- ✓ Are more likely to injure themselves or someone else.
- ✓ File more worker's compensation claims.

Employers can't absorb all these costs — they're passed on to employees through higher insurance premiums and reduced salaries or benefit packages, and to consumers through higher-priced products.

Hidden costs are high — stress to others who continually fill in for absent or tardy co-workers, damage to equipment, drains on supervisory times, damage to the company's public image.

### DON'T TURN YOUR BACK ON SOMEONE IN TROUBLE

Don't enable a troubled employee to continue using alcohol or other drugs by ignoring the problem, lying or covering up, doing his or her job, or lending money.

Signs of abuse include:

- ✓ Frequent tardiness or absenteeism.
- ✓ Abrupt changes in mood or attitude.
- ✓ Frequent complaints of not feeling well.
- ✓ Poor relationships with co-workers.
- ✓ Uncharacteristic errors in judgment, poor concentration.
- ✓ Unusual flare-ups of temper.
- ✓ Deterioration of personal appearance and hygiene.

- ✓ Repeated or unusual accidents.
- ✓ Deteriorating job performance.
- ✓ Borrowing money from co-workers or frequently requesting advances on paychecks.
- ✓ Using a company credit card for personal business.

### TREATMENT IS GOOD BUSINESS

- ✓ Treatment can be successful in helping people with even the most serious addiction problems.
- ✓ After treatment, recovering addicts are less likely to be involved in crime and more likely to be employed.
- ✓ Helping people stay off drugs lightens everyone's tax burden by reducing expenses for drug-related law enforcement and health services.
- ✓ Replacing employees is very expensive. Some estimates are more than \$7,000 for a salaried worker, more than \$10,000 for a mid-level employee, and more than \$40,000 for a senior executive.

(Adapted from *How Drug Abuse Takes Profit Out of Business*, published by the U.S. Department of Health and Human Services, National Institute on Drug Abuse.)