



Employer Services: Policy Development

The first step toward creating a drug-free workplace is to create policies that embody that vision and objectives for your company. A well-formulated workplace drug policy serves as the foundation for clear communication within your organization about expectations, actions and processes associated with maintaining a drug-free environment.

Drug-Free WorkPlace Solutions will customize and develop a solid drug-free workplace policy that benefits everyone – your business, the management team, employees, and unions. Each policy is individualized to meet your organization's needs and outlines the behavior you expect of employees, and will be crafted to fully comply with current Pennsylvania and federal law.

Your organization's customized drug policy will also address:

- The purpose and scope of your drug-free program
- Employee roles and responsibilities
- Reasonable suspicion
- Confidentiality concerns
- Drug and alcohol testing process
- Role of the Medical Review Officer (MRO)
- Employee Assistance Program (if applicable)
- Outside and community resources
- Discipline for violating the policy

Once your policy is written, Drug-Free WorkPlace Solutions also offers free program consultation to help keep your policy up to date and informs you about new regulations, statutes and case law that affect the workplace.

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For more information or to enroll today, go to www.drugfreesolutions.org or call **800.533.3394**.