



## **WORKPLACE SUBSTANCES OF ABUSE PROGRAMME**

### **Awareness and Education for Employees**

#### **About Employee Awareness and Education**

It is essential that full and thorough training, education and communication of a company substance misuse policy (drug and alcohol policy) be undertaken for all employees before introduction/change, especially if testing is included. The communication to all employees of a change in policy is a legal requirement.

Established employee consultation vehicles such as Trade Unions are more supportive of the implementation of a policy if undertaken alongside a training and education programme.

Several cost effective proven communication tools will help in securing understanding and acceptance by the workforce whilst at the same time conveying the aims of the policy:-

- Awareness pamphlets
- Poster campaigns
- Employee briefing and awareness presentations

#### **Why Employee Awareness and Education?**

A welfare based substance abuse policy (drug and alcohol policy) focuses on education and awareness and forms an integral part of an implementation programme.

The introduction of a substance misuse policy (drug and alcohol policy) can be a sensitive issue. Keeping employees within the information loop from the beginning is an important part of a smooth transition in this respect.

Employees are normally highly suspicious of the introduction/changes to policy for drugs and alcohol. They can be concerned about potential invasions of privacy, human rights issues, victimisation, and changes in established practice and culture. Communication of the welfare aspects of a properly framed policy and education about the risks of drugs and alcohol in the workplace is essential to minimise disruption, ensuring that a positive attitude towards the benefits of a policy is created.

An informed workforce should understand that the company's motives are based upon the employees continued well-being and safety within the working environment.

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## **AWARENESS PAMPHLETS**

### **Description:**

The most effective way to communicate the introduction of a substance misuse policy is through a corporate pamphlet, which can deliver the main issues to all current and prospective employees. This communicates the change in policy to all employees, which is a legal requirement.

The pamphlet provides information on the following:-

- A company statement
- The need for a policy
- The rules
- Alcohol and drug limits
- Testing procedures (if applicable)
- Frequently asked questions
- Confidential advice and support services available
- All pamphlets can be produced to your corporate identity.

### **Prices:**

On Request

## **POSTER CAMPAIGNS**

### **Description:**

We have several alcohol and drug awareness posters that can be displayed throughout the workplace.

Posters are A3 size and laminated.

Company logos can be added at no extra cost. These are printed with the poster and this option must be specified when ordering. A quality electronic copy of the logo will also need to be supplied to us.

### **Prices:**

On Request

## **EMPLOYEE EDUCATION AND AWARENESS PRESENTATIONS**

### **Description:**

The 4-hour workshop provides the company employee's with background information to assess the risks posed by drugs and alcohol in the workplace, as well as introducing the company's substance misuse policy (drug and alcohol policy) in line with best practices.





An optional copy of the company's substance of abuse policy (origination costs separate) can be used as an introduction aid.

### **Who should attend?**

All company employees employed on a full time and a part time contract basis that have not attended the management level training and awareness workshop.

### **At the end of the day delegates will be able to:**

- Appreciate the health and safety hazards of both alcohol and different types of drugs;
- An understanding the need for the policy;
- Be aware of duties placed on employees by the company's substance abuse policy and the employee's rights;
- Recognise what illegal drugs look like (examples are displayed) and the signs to look for;
- Introduction to methods of testing;
- Know about support that is available and how it is accessed;
- Frequently asked questions.

### **What is included:**

- Certificate of attendance.
- Information booklet on substances and abuse.
- A copy of the company substance of abuse, drugs and alcohol policy (origination costs separate)
- On-site diagnostic test kit/s.
- Speaker's notes.

### **What is excluded:**

- Travel costs for speaker/s @ rate / km;
- Refreshments;
- Conferencing venue and equipment;
- Origination costs where specified;
- Value Added Tax.

### **Price per delegate:**

(Minimum pax. – 20, maximum pax – 40)

On Request

Courses are subject to the prior availability of the company's substance of abuse, drugs and alcohol policy, and must be forwarded to Drug Testing Africa 15 working days before the course is to commence.

All courses are presented in English.

For more information on available dates and registration, do not hesitate to contact us.

