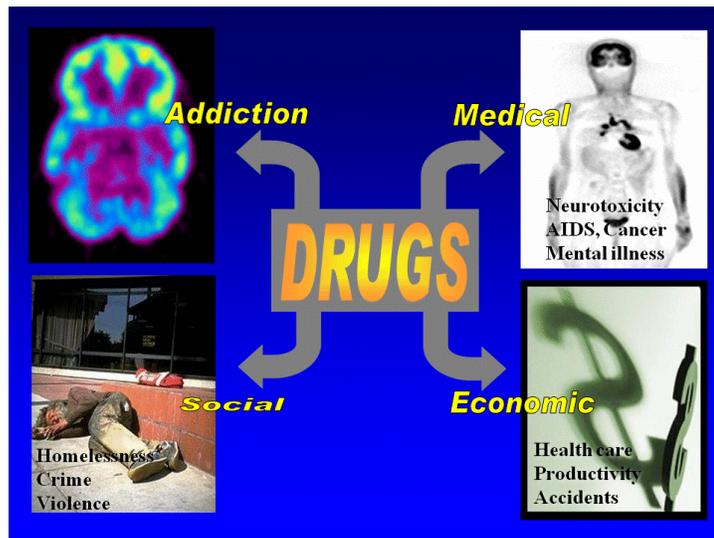


JEFFERSON LAB SUBSTANCE ABUSE PROGRAM INFORMATION FOR SUPERVISORS AND MANAGERS

Jefferson Lab's [workplace substance abuse policy](#) explains how we comply with DOE substance abuse regulations. It explains to whom the policy applies, subcontractor coverage, training requirements, available resources, including our Employee Assistance Program (EAP) and Occupational Medicine, actions related to drug convictions, drug and alcohol testing triggers, testing procedures, and how test results are managed.

EFFECTS

A comprehensive list of health problems caused by substance abuse and resulting impairment would be extremely long. They include addiction and the symptoms of withdrawal, as well as increased occurrence and severity of psychiatric conditions (e.g. depression, paranoia), heart and kidney disease, accidents, legal problems, and psychosocial and family discord. In the workplace, these problems can translate into absenteeism, decreased productivity, poor decision-making, more accidents, theft, problems among co-workers, lower morale, higher turnover and health care costs, and more time spent on monitoring performance.



While all of these workplace problems are important, some, such as increased accidents and health care costs, are frequently and appropriately highlighted. But at Jefferson Lab, the effects on decision-making and morale are also worthy of special emphasis.

YOUR RESPONSIBILITY

While it's true that all employees share responsibility for recognizing and responding to possible signs of substance abuse at the workplace, the key player in the process is you, the supervisor. Encourage open communication from everyone on your team so you can be aware of behavior that may indicate problem. Of course, substance abuse is just one of many factors that can affect job performance and judgement, so it's important to avoid jumping to conclusions. But if someone shares concerns with you, follow up by consulting Human Resources (employeerelations@jlab.org; x7068 or x5991). It may be tempting to take a "wait and see" approach to reports of suspicious changes in behavior, but failure to recognize and respond hurts the employee and the Lab as a whole.

The fact is that failure to intervene is both unethical and irresponsible. Remember, recovery from substance abuse does not have to be self-initiated in order to be effective. Workplace interventions can be the "eye-opener" the employee needs and are usually very effective. You

aren't doing your co-worker or team a favor by looking the other way; in fact, intervening is the only true favor you can do for him or her. Just remember, in the workplace the process should flow from colleague to supervisor to Human Resources and Occupational Medicine.

WHAT TO LOOK FOR

Some of the classic signs of substance abuse include:

- an increased need for money;
- a tendency toward secretive behavior;
- pressured or slurred speech;
- increased absenteeism or tardiness;
- a tendency toward hyperactivity;
- reduced interest in activities that used to be important or enjoyable; and
- a change in social relationships.

These signs may or may not indicate substance abuse. But they should be reported up the chain to insure the correct personnel and resources are involved.

CAVEATS

You should pursue the moral imperative to intervene with a caring, helpful, and supportive attitude. A "gotcha" or patronizing approach creates anger and gives the person a reason to ignore the need to change. Try and be seen as part of the solution, not the problem.

On the other side of the coin, don't try to be the person's "savior." That twists the concept of a caring, supportive, and assisting approach in dangerous ways. Never convey an idea that you are an expert. We have experts in Human Resources, Occupational Medicine, and our contracted Employee Assistance Program (EAP). If you suspect a problem, always go to Human Resources first so they may provide the employee with guidance and other resources, as appropriate.

Finally, never share information or suspicions about potential substance abuse with others, except Human Resources. Only those with a need-to-know should be informed and Human Resources is first on the list. They will determine who else should be involved, including Occupational Medicine.

TESTING

DOE authorizes random, pre-employment, or pre-placement drug testing, as well as testing in response to reasonable suspicion, and post-occurrence, or as follow-up to rehabilitation, for one year. Drug tests look for evidence of marijuana, cocaine, amphetamines, opiates, and phencyclidine. Testing may be expanded to additional drugs when in response to reasonable suspicion or occurrence.



All employees at Jefferson Lab are subject to reasonable suspicion testing, which is performed when an employee exhibits behavior that might indicate impairment. Things like slurred speech, an unsteady gait, and/or an odor of alcohol or drugs may cause suspicion testing. Any such behavior should be immediately reported to you, the supervisor, and you should then contact Human Resources or Occupational Medicine.



Jefferson Lab also provides a post-occurrence testing program that applies to all employees and is triggered by certain accidents. Details about this and other triggers for testing are in the [Administrative Manual, chapter 208.05 E](#). Pre-employment and random tests are required only for a small group of employees who have special security clearances.

MEDICAL OVERSIGHT

Dr. Chandler, Jefferson Lab's Occupational Medicine Director, is a certified Medical Review Officer. As such, he is an experienced expert in workplace drug testing and will help prevent employees from being falsely accused of illegal drug use. Any employee who appears to have a positive test based on a lab result must meet with Dr. Chandler before resuming his or her work duties. If Dr. Chandler determines that illegal use explains the test, he will convey that information to Human Resources and management for further action. If Dr. Chandler determines that a positive test at the medical lab came from a legal prescription, he will report the test to Human Resources as negative.

EMPLOYEE ASSISTANCE PROGRAM

Sentara Employee Assistance Program (EAP), <http://www.sentaraeap.com>, can help with many problems such as marital concerns, job conflicts, depression, stress, emotional distress, improving family relations, parenting, balancing work and family, and substance abuse. Anyone can contact the EAP at 757-363-6777 or 1-800-899-8174.

The EAP experts are invaluable in helping individuals with a variety of issues. If an employee consults the EAP for help on his or her own, the entire process is confidential. However, if Human Resources must refer an employee for work-related problems such as a positive test, then the EAP does report appropriate details such as session attendance and fitness for duty to Human Resources.



SUMMARY

In keeping with DOE requirements, Jefferson Lab has a program to prevent and respond to substance abuse ramifications in the workplace. The program protects employees from false accusations of illegal drug use and provides support and assistance to employees in need. Its success depends on the vigilance and knowledge of you, the supervisor.

While this document provides general awareness and information for keeping supervisors up to date on our program, Dr. Chandler is available to conduct in-person seminars by arrangement.



CLICK BUTTON AT LEFT IF YOU HAVE READ AND UNDERSTAND THIS DOCUMENT