



American Drug Testing

Drug-Free Workplace Programs

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(843) 747-4111

DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

Enabling Problems & Supervisor “Do’s & Don’ts”

Note: This is Part IV of a multi-part series on recognizing employee problems, and how to deal with them.

Enabling:

Enabling is any action that you take that protects the employee from the consequences of his/her actions and actually helps the employee to **NOT** deal with the problem.

Examples of enabling:

- Covering up
- Rationalizing
- Withdrawing/Avoiding
- Blaming
- Controlling
- Threatening

Supervisor Traps

- Sympathy
- Excuses
- Apology
- Diversions
- Innocence

The Drug-Free Workplace Advisor is a resource of



Robert B. Dodenhoff
President
Let us help you maintain a drug-free workplace. Contact us at (843)747-4111.

American Drug Testing, the Lowcountry’s premier drug-free workplace administrator, and testing company.

Let us help you maintain

- Anger
- Pity
- Tears

“Don’t moralize. Limit comments to job performance and conduct issues only”

Dos for Supervisors

DO emphasize that you only



are concerned with work performance or conduct
DO have documentation or performance in front of you when you talk with the employee

DO remember that many problems get worse without assistance

DO emphasize that conversations with an EAP, if applicable, are confidential

DO explain that an EAP, if applicable, is voluntary and exists to help the employee

DO call an EAP, if applicable, to discuss how to make a referral

Don’ts for Supervisors

DON’T try to diagnose the problem

DON’T moralize. Limit comments to job performance and conduct issues only

DON’T discuss alcohol and drug use

DON’T be misled by sympathy-evoking tactics

DON’T cover up. If you protect people, it enables them to stay the same

DON’T make threats that you do not intend to carry out

Source: U.S. Department of Labor

Negligent Hiring

Employers lose 72% of all negligent hiring suits and the average jury plaintiff award in employment law cases continues to be in excess of \$1,000,000. Negligent hiring is an employer’s failure

to exercise reasonable caution when choosing an employee. Increasingly, today, courts are holding employers financially and legally responsible for illegal or violent actions



taken by employees who were not subjected to reasonable pre-employment screening. In effect, **courts are saying that the employer is responsible for what they know and what they should have known about their employees.** Your company can greatly increase its odds of winning a “negligent hiring” lawsuit if it can show that a reasonable effort was made to conduct an applicant background check.

Protect yourself by performing **Employee Background Checks**. American Drug Testing offers background checks for as little as \$9.00 each. Find out more at www.AmericanDrugTesting.net or call (843) 747-4111.