

# American Drug Testing

Drug-Free Workplace Programs

Volume 1

Issue 57

(843) 747-4111

## DRUG-FREE WORKPLACE ADVISOR

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

### Critical Elements of Your Drug-Free Workplace Policy

#### A comprehensive drug-testing policy has six critical components:

Just as no two companies are exactly alike, no two drug-testing policies will be the same. There is no such thing as a "one-size-fits-all" policy. A good policy should serve as a blueprint to a drug-free workplace program that is specific to the company using it. Using your company's internal policies, and with the assistance of your drug-testing provider, you are now ready to write your own drug-testing policy.

#### 1. Purpose statement

- Reflects your drug-testing objectives

#### 2. Prohibited conduct

- Possession, distribution and illicit use of drugs while on the job
- Misuse of alcohol on company time or while using company equipment

- Refusing to cooperate with any part of the policy.

*"A good policy should serve as a blueprint to a drug-free workplace program that is specific to the company using it."*

- Attempting to adulterate, tamper with or switch a drug test sample

#### 3. Consequences for policy violations

- Immediate termination for a first-time positive drug test
- Second chance conditional on successful treatment
- Termination for a second positive drug test
- Suspension without pay pending the result of a drug test

#### 4. Guidelines for drug testing (including alcohol testing)

- How your company will drug test
- Who your company will drug test
- When your company will drug test

#### 5. Testing procedures

- Who is authorized to order a drug test
- Required paperwork
- Setting up an appointment at the collection site
- Escorting donors to the collection site
- Handling results

#### 6. Employee assistance

- Full Employee Assistance Program (EAP) services (optional)
- Referral to local services

should contain an amendment for individual states if your general program differs from the requirements of a particular state.

American Drug Testing offers low-cost Drug Free Workplace Policies that we'll customize (at no charge) for your company.

With more than 15 years experience in the drug testing business, American Drug Testing has compiled and written a policy that

we believe represents a state-of-the-art document as the cornerstone of your drug-free workplace initiatives.

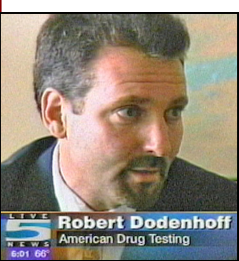
Give us a call to have your policy delivered today. Call 843-747-4111



Another important part of your drug-testing policy is the "State Laws" section. You must comply with the drug-testing law for every state in which your company has business operations or employees. For example, even if you are headquartered in Illinois, you must comply with the drug-testing statute of Iowa if you have employees who work in Iowa permanently.

Your drug-testing provider should be able to give you detailed information about the legal requirements for every state. Your policy

#### The Drug-Free Workplace Advisor is published by



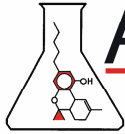
American Drug Testing, a leading drug-free workplace administrator and testing company.

Let us help you maintain a drug-free workplace. Call (843) 747-4111.

© 2006 American Drug Testing

#### Distribution List

- HR
- Management
- Office Staff
- Manufacturing
- Transportation



# American Drug Testing

*Drug-Free Workplace Programs*

## Employee Background Checks

The following are samples of some of the Employee Background Checks available from America Drug Testing. Simply log on to [www.AmericanDrugTesting.net](http://www.AmericanDrugTesting.net) and immediately begin your background checks.

**Credit History:** (Pre-Employment Evaluation Report) – An employment credit report let's you know an applicant's level of financial responsibility, which can be particularly when hiring for certain positions. This search provides a trend report detailing an applicant's ability to meet regular financial obligations and pertinent public records, such as collections, lawsuits or judgments. All searches are conducted thoroughly, while protecting the legal rights of all applicants at the same time. **\$9.00**



**Federal (National) Criminal History:** (Criminal Offender Database) – Contains more than 180 million criminal record files from a multitude of federal, state and local criminal record repositories. Applicants with prior criminal records don't always reveal vital information. We conduct only 100% in person, real time searches to provide the most comprehensive, up to date information available. **\$20.00**

**Personal References:** References provided by applicants will be contacted directly. **\$15.00**

**Criminal History (County):** - Both a national criminal database check as well as physical county record check. The national criminal database does not contain records for every single county within the United States. **\$25.00**

**Motor Vehicle Report** - Checks driving history, including speeding, reckless driving, accidents and driving under the influence. Revoked and suspended licenses are also reported. This search provides additional identity verification, including name, SSN and vital statistics. **\$20.00**

**Previous Employment Verification:** - Provides direct contact with previous employers to confirm stated work history, including dates of hire, terminations, job title and rehire eligibility. **\$18.00**

**Education Verification:** - Confirms educational credentials through direct contact with educational facilities. During the hiring process, employers often scrutinize an applicant's educational background, assuming the information provided is accurate. **\$20.00**

**National Social Security Search (NSSS):** - The social security number is one of the most abused pieces of personal information. This check targets counties in which applicants have resided, but have not disclosed, to uncover possible criminal histories. Alias and maiden names can also be discovered through an NSSS search. **\$10.00**



**State Criminal:** - Records will be checked utilizing individual repositories for each state. These state databases are typically maintained by State Police agencies. These databases often contain records from each individual county within that state. Currently, some states maintain very accurate databases while others are spotty. Please review the state reliability report provided by Infomart. **\$19.00**

**Sex Offender:** - A Sexual Offender Registry Check, in available states, may reveal information relative to applicants with histories of sexual crimes, the severity of those offenses, personal defendant identifiers and arrest dates. (Calif. add \$26.00) **\$18.00**