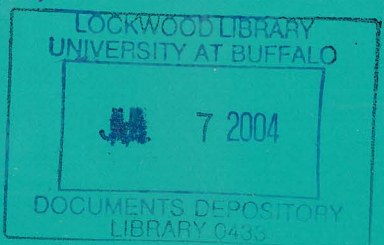




# Substance use disorders in the workplace

*A guide to recovery  
for employees*



**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Treatment  
[www.samhsa.gov](http://www.samhsa.gov)



## What is a substance use disorder?

A substance use disorder refers to misuse, dependence or addiction to alcohol and/or legal or illegal drugs. It may be surprising to learn just how many people with a substance use disorder are in the workplace. Seventy-six percent of illegal drug users are employed either full- or part-time. And alcohol is the most widely abused substance among working adults, especially men.

Alcohol- and drug-related problems can alter job performance, resulting in decreased job security, financial ruin and, in the worst cases, accidental death. The good news is that today's employers realize there is much to gain by helping

employees who are dealing with addiction. Many companies have recognized the need for Alcohol- and Drug-Free Workplace initiatives that provide substance abuse treatment, employee assistance and wellness programs for employees and their



families. In fact, if you or someone you care about has a substance use disorder and is employed, the workplace could be your greatest support for getting the help you need.

## How do I know if a substance use disorder is the problem?



The only way to be certain if you or someone you care about has a substance use disorder, and to know if treatment could be beneficial, is through proper screening and assessment by a qualified professional.

However, certain signs may indicate a problem exists. Work quality may not be consistent or up to its usual standards. Carelessness and mistakes may occur. Productivity may fall due to poor concentration and errors in judgment. And work safety procedures may be disregarded, which can result in needless risk-taking and accidents. Other signs that may signify a substance use disorder include increased absenteeism, unexplained disappearances from work, extended lunch breaks, late arrivals and early departures.

## Can employees in recovery lose their jobs?

Legally, under the Americans with Disabilities Act, people with disabilities are protected from being discriminated against because of their condition. Individuals in treatment or



recovery are included in this act, under certain circumstances. Most companies have a written policy about substance use, misuse and dependence, and how it relates to their employees and the workplace. You have the right to ask for a copy.

## Where can I go to find help?

Reading a company's policy on substance use can give you a better idea of where to start. You can also ask the human resources department for assistance. Human resources is usually in charge of company Employee Assistance Programs (EAPs) and employee wellness programs, which can help you find treatment programs and services in your area. You can also contact any of the national resources listed in this brochure, at no cost to you.

Make the first step toward recovery by asking for help. You will soon find that on the road to a life of health and well-being, you will not travel alone.



# Where there's help, there's hope.

## Federal Resources:

**U.S. Department of Health and Human Services (HHS)  
Substance Abuse and Mental Health Services Administration**  
5600 Fishers Lane, Parklawn Building, Suite 13C-05  
Rockville, MD 20857  
[www.samhsa.gov](http://www.samhsa.gov) • [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

### **SAMHSA's National Helpline**

800-662-HELP (Toll-Free)  
800-487-4889 (TDD) (Toll-Free)  
877-767-8432 (Spanish) (Toll-Free)

### **SAMHSA's Center for Substance Abuse Treatment**

5600 Fishers Lane, Rockwall II, 8th Floor  
Rockville, MD 20857  
301-443-5052 • [www.csat.samhsa.gov](http://www.csat.samhsa.gov)

### **SAMHSA's Center for Substance Abuse Prevention Division of Workplace Programs**

5600 Fishers Lane, Rockwall II, 8th Floor  
Rockville, MD 20857  
301-443-6780 (Office)  
800-WORKPLACE (Workplace Helpline) (Toll-Free)  
[www.drugfreeworkplace.gov](http://www.drugfreeworkplace.gov)

## **U.S. Department of Labor**

**Working Partners for an Alcohol- and Drug-Free Workplace**  
200 Constitution Avenue, NW, Room S-2312  
Washington, DC 20210  
[www.dol.gov](http://www.dol.gov)

## **U.S. Office of Personnel Management Office of Work/Life Programs**

Theodore Roosevelt Building  
1900 E Street, NW, Room 7425  
Washington, DC 20415-2000  
202-606-5520 • [www.opm.gov/ehs/Emphlth.asp](http://www.opm.gov/ehs/Emphlth.asp)

## **Non-Federal Resources:**

*This is just a sampling of available resources.  
Inclusion does not constitute endorsement.*

### **Institute for a Drug-Free Workplace**

1225 I Street, NW, Suite 1000  
Washington, DC 20005  
202-842-7400 • [www.drugfreeworkplace.org](http://www.drugfreeworkplace.org)

### **U.S. Chamber of Commerce Center for Workforce Preparation**

1615 H Street, NW  
Washington, DC 20062  
202-463-5525 • [www.uschamber.com](http://www.uschamber.com)

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