

# DRAFTING AND IMPLEMENTING A PROPER SUBSTANCE ABUSE POLICY

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- How should you define “**REASONABLE SUSPICION**” in your policy?
- How should managers **DOCUMENT** “**REASONABLE SUSPICION**” when they see it?
- What **SIGNS** should you look for in **RECOGNIZING EMPLOYEE SUBSTANCE ABUSE**?
- How many people should **WITNESS** suspicious behavior before you test someone?
- What **FEDERAL CUTOFF LEVELS** should you be using?
- What should you do about the use of **LEGAL DRUGS** in your policy?
- What should you do about the **ODOR** of alcohol?
- What different types of “**SUBSTANCE ABUSE TESTING**” should you be using?
- How should you **COMMUNICATE** your new policy?
- What should your policy say about **SEARCHING** employees’ personal belongings for contraband?
- What do you do about people who say, “**What I do on my own time is my own business?**”
- How has OSHA changed, if not eliminated, your **POST ACCIDENT TESTING**?
- What **TYPES OF TESTING** should every employer include in their “**SUBSTANCE ABUSE POLICY**” ... and which should they **NOT**?
- How do Substance Abuse Policies differ between the **PUBLIC** and **PRIVATE SECTORS**?
- What is **VOLUNTARY ABANDONMENT** ... and how can this policy save you thousands of dollars on your **WORKERS’ COMPENSATION**?
- How should you **DEFINE** “**SUBSTANCE ABUSE**” in your organization?
- What should every employer include in its “**SUBSTANCE ABUSE POLICY**”?
- What constitutes “**REASONABLE SUSPICION**” of “**SUBSTANCE ABUSE**” under the law?
- How should managers **DOCUMENT** this “**REASONABLE SUSPICION**” under the law?

...and **MUCH, MUCH** more...

Join Scott as he reviews how to **DRAFT AND IMPLEMENT A PROPER SUBSTANCE ABUSE POLICY** in his own unique, practical and humorous style. Scott will not only outline this process for you, but he will review how to use this information **IMMEDIATELY!**

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Scott Warrick, JD, MLHR, CEQC, SHRM-SCP ([www.scottwarrick.com](http://www.scottwarrick.com)) is both a practicing Employment Law Attorney and Human Resource Professional with 40 years of hands-on experience. Scott uses his unique background to help organizations get where they want to go, which includes coaching and training managers and employees in his own unique, practical, entertaining and humorous style.

**Scott Trains Managers & Employees ON-SITE in over 50 topics,** all of which can be customized **FOR YOU!**

***LET SCOTT DESIGN A PROGRAM FOR YOU!***

Scott combines the areas of law and human resources to help organizations in “Solving Employee Problems **BEFORE** They Start.” Scott’s goal is **NOT** to win lawsuits. Instead, Scott’s goal is to **PREVENT THEM** while improving **EMPLOYEE MORALE**.

Scott is also a TWO-TIME best-selling author. His first book, [\*Solve Employee Problems Before They Start: Resolving Conflict in the Real World\*](#), is a #1 Best Seller for Business and Conflict Resolution. It was also named by EGLOBALIS as one of the best global Customer and Employee books for 2020-2021. Scott’s most recent book, [\*Living The Five Skills of Tolerance: A User’s Manual For Today’s World\*](#), is also a #1 Best Seller in 13 categories, including Business Leadership, Educational Leadership, Minority Studies, Organizational Change, Religious Intolerance, Race Relations and Workplace Culture, to mention a few.

Scott travels the country presenting seminars on such topics as Employment Law, Conflict Resolution, Leadership and Tolerance, to mention a few.

Scott’s [\*\*MASTER HR TOOL KIT SUBSCRIPTION\*\*](#) is a favorite for anyone wanting to learn Employment Law and run an HR Department.

Scott has been named one of Business First’s 20 People To Know In HR, CEO Magazine’s 2008 Human Resources “Superstar,” a Nationally Certified Emotional Quotient Counsellor (CEQC) and a SHRM National Diversity Conference Presenter in 2003, 2006, 2007, 2008, 2010 and 2012. Scott has also received the Human Resource Association of Central Ohio’s Linda Kerns Award for Outstanding Creativity in the Field of HR Management and the Ohio State Human Resource Council’s David Prize for Creativity in HR Management.

Scott’s academic background and awards include Capital University College of Law (Class Valedictorian (1st out of 233) and Summa Cum Laude), Master of Labor & Human Resources and B.A. in Organizational Communication from The Ohio State University.

For more information on Scott, just go to [www.scottwarrick.com](http://www.scottwarrick.com).

