



Alcohol and Other Drugs at Work: A Guide for Managers

Alcohol and drug use, whether on the job or not, has a significant impact on the workplace. The LifeMatters Management Consultation Service can help you address this concern.

Impact at Work

- Use of alcohol, marijuana, or illicit drugs while working, either on site or from home
- Behavior or performance that is impaired by legal prescription medications taken to manage pain or health conditions
- Individuals feeling sick or “hung over” while on duty

Common Behaviors

- Unexplained absences or excess sick leave
- Tardiness or leaving work early
- Taking longer or more frequent breaks
- Financial issues or asking for pay advances
- Missed deadlines, errors, incomplete work, or making poor decisions
- Complaints from customers and co-workers
- Poor memory or lack of attention to detail
- Sudden or unusual changes in behavior, such as becoming increasingly belligerent or argumentative

Taking Action

- Document the behavior
- Consult with Human Resources
- Contact LifeMatters for a management consultation
- Meet with the individual privately to address the performance concerns
- Make a performance referral to LifeMatters
- Follow up
- Continue to consult with HR and LifeMatters as needed

Dealing with an alcohol or other drug use concern may be personally stressful. It may also have an impact on team dynamics. LifeMatters is available to support you throughout this process.

Quick Tips:

- **Don't assume a person's behavior is due to alcohol or drug use.**
- **Document the behavior and consult with HR and LifeMatters.**
- **Focus on performance issues and the impact on the workplace.**

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Assistance with Life, Work, Family, and Wellbeing
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Call collect to **262-574-2509** if outside of North America

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.

