

**Anybody
See a
Monkey
'Round
Here?**



Myth: What My Employees Do On Their Time Is None Of My Business.

3 STEPS TO
DEVELOP
A POLICY

FACT: If one of your employees' substance use makes them frequently absent or hungover, that affects your bottom line—and that IS your business. Employees who are frequently absent from work or who come to work with a hangover are less likely to be part of the team and more likely to make mistakes that can cost your business time and money.

There is something you can do—**visit www.maine.gov/workalert** or call 1-800-499-0027. In three steps you can implement an effective substance abuse policy that will protect your bottom line and your employees.

- Step 1** – Involve key employees for input and advice.
- Step 2** – Customize a policy that is right for your workplace.
- Step 3** – Share the policy with all employees.

Supporting data available at www.maine.gov/workalert/postcardcitations.htm

Maine Office of Substance Abuse
41 Anthony Ave.
11 State House Station
Augusta, ME 04333-0011

**WORK
ALERT**



John E. Baldacci, Governor

Brenda M. Harvey, Commissioner