

**I Don't See
Any Monkeys
Around Here.**



Myth: My business doesn't have a substance abuse problem.

3 STEPS TO
DEVELOP
A POLICY

FACT: If one of your employees is either missing work or performing poorly due to substance use outside of work, it affects your bottom line—and that IS a problem for your business. If there are signs of a problem, don't ignore them—put a plan together. An effective substance use policy can save money, result in fewer absences, and help build employee morale.

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

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**WORK
ALERT**



John E. Baldacci, Governor

Brenda M. Harvey, Commissioner