

Elements

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Many people think pre-screening employees by having them undergo drug testing is all there is to creating a drug-free workplace policy. It may be a step toward reducing incidences of drug-related absenteeism and accidents on the job but it doesn't provide a complete program. There are a number of components in a comprehensive drug-free policy. Assessing your company's needs is the first step toward determining what elements might be included. The 5 basic elements of a comprehensive drug-free workplace policy are:

- Written Policy
- Supervisor Training
- Employee Training
- Drug Training
- Employee Assistance/Continuing Education