

## Checklist: Alcohol and Drugs at the Workplace for Employers and Supervisors

Our checklist helps people in management positions identify alcohol abuse at an early stage and to conduct conversations with affected employees. The Federal Law on Accident Insurance (UVG) obliges supervisors to offer their staff help with problems at the workplace. It should be in the interest of all managers to act at an early stage. **We are here for employers and employees** and help you develop binding solutions, involving specialists if need be.

### Signals for early identification

#### Absenteeism

- Not showing up for work
- Repeated unauthorized short absences during the day
- Long breaks
- Lateness and unpunctuality
- Leaving early

#### Quality of work and performance

- Decline in the quality of work and frequent mistakes
- Reduced performance
- Negligence
- Increase in incidents and accidents
- Nonadherence to time limits
- Complaints by colleagues
- Complaints by clients
- Difficulty to comply with regulations

#### Employee behavior

- Difficulty to concentrate
- Frequent mood swings (irascibility, restlessness, euphoria, isolation)
- Withdrawal from colleagues
- Avoidance of contacts with superiors
- Lack of cooperation
- Consumption of alcoholic beverages against regulations
- Declining interest and dwindling motivation

#### Demeanor and appearance

- Neglect of hygiene and clothing
- Alcohol breath
- Trembling hands

## Initial interview

Supervisors must address conspicuous behavior at work to bring about an improvement. After recording their observations over a certain period of time supervisors invite the employee to an interview.

### Points to raise in the initial interview

- State the recorded changes at the workplace
- Ask for explanations
- Listen to the reasons presented by the employee
- Remind the employee of the requirements according to the work processes
- Inform about the next steps
- Express personal concern
- Formulate expectations towards the employee
- Lay down targets to improve the performance
- Determine the duration of the period of observation
- Fix a date for the next interview (within 2-3 months)
- Suggest social services or an external EAP provider like Proitera (voluntary, confidential and free of charge for employee)
- Draw up the minutes of the interview, signing them and having them countersigned by the employee

### Useful advice for conducting the interview

- Have the interview only when the employee is not under the influence of drugs
- No reference to alcohol, only to objective facts and criteria as observed
- Prepare the interview well and lay down clear goals
- Possible goals of the interview:
  - avoiding harm and damage
  - acting out of concern
- Exclude alternative reasons for conspicuous behavior
- Don't be trapped into making a diagnosis. This is the physician's job!
- Make I-statements
- Give the interview partner the floor
- Stay factual and concentrate on the professional level
- Avoid hefty exchanges
- Mention possible consequences
- Mediate assistance for private problems
- The responsibility for change is with the affected person

## Useful links

- [Blog: Alcohol and drugs at the workplace](#)
- [Many tips and example videos on the topic alcohol at the workplace \(German, French or Italian\)](#)
- [Effective modules for healthy companies \(German or French\)](#)
- [App „my Drink Control“ is an online self-test and early intervention program \(AppStore\)](#)
- [App „my Drink Control“ \(Google Play\)](#)