

Check list for Conducting a Drug-and Alcohol-Free Workplace Policy Meeting

- _____ Distribute a memo indicating the purpose of the meeting, where and when it is to take place, and who is to attend (see enclosed memo).
- _____ Prepare an attendance list, which you can use to ensure compliance with the requirement to attend the meeting.
- _____ Select an appropriate location for the meeting. Ensure that you have copies of the state's Drug-and Alcohol-Free Workplace policy.
- _____ When participants arrive and get settled, greet them, and reiterate the purpose of the meeting.
- _____ Distribute copies of the state's Drug-and Alcohol-Free Workplace policy. Ask employees to read the policy.
- _____ Allow employees to ask questions about the policy. If you cannot answer a particular question, tell your employees that you will check with the Division of Personnel for the appropriate information and report back to them. Recap the purpose of the policy and the consequences to employees and agencies for noncompliance.
- _____ Share the following web address for the state's Employee Referral Program Directory: <http://www.personnel.wv.gov/SiteCollectionDocuments/Miscellaneous%20Documents/employee%20referral.pdf>.
- _____ Have your employees sign the Employee Drug Awareness Certification Forms.
- _____ Dismiss the group.
- _____ Forward the completed Employee Drug Awareness Certification Forms to your internal HR department for inclusion in each employee's personnel file.