To: All Faculty and Staff

From: Rose D’Ambrosio – Associate Vice President of Human Resources

Re: Important Workshop on Substance Abuse in the Workplace

I highly encourage our faculty and staff to attend a workshop on Substance Abuse in the Workplace.

Program highlights:
• Be aware of the extent of substance abuse in the workplace.
• Understand the drugs of abuse, including alcohol.
• Recognize signs and symptoms — physical and behavioral — that may impact a safe and productive work environment.
• Be aware of resources for assistance and how to use them.

To accommodate schedules as best as possible, we will be holding two workshops on each campus as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>Location</th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan</td>
<td>Monday, December 3,</td>
<td>Dickinson Hall –</td>
<td>10:30 a.m. to</td>
<td>11:45 a.m. to</td>
</tr>
<tr>
<td>Campus</td>
<td>2012</td>
<td>Wilson Auditorium</td>
<td>11:30 a.m.</td>
<td>12:45 p.m.</td>
</tr>
<tr>
<td>College at</td>
<td>Tuesday, December 4,</td>
<td>The Mansion –</td>
<td>10:30 a.m. to</td>
<td>11:45 a.m. to</td>
</tr>
<tr>
<td>Florham</td>
<td>2012</td>
<td>Lenfell Hall</td>
<td>11:30 a.m.</td>
<td>12:45 p.m.</td>
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</tbody>
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Substance Abuse in the Workplace

Employee Awareness
Learning Points

- Be aware of the extent of substance abuse in the workplace
- Understand the drugs of abuse, including alcohol
- Recognize signs and symptoms—physical and behavioral—that may impact a safe and productive work environment
- Be aware of resources for assistance and how to use them
Definitions

- Drug
- Drug Use
- Drug Abuse
- Physical Dependence
- Psychological Dependence
- Addiction
- Tolerance
Impact on the Workplace

- Security
- Safety
- Quality control
- Productivity
- First-line supervisory problems
- Health
- Financial
Prescription and OTC Drug Abuse

- Sedatives
- Tranquilizers
- Mood elevators
- Pain killers
- Antihistamines
Resources & Referrals

For questions concerning:

- Dealing with troubled coworkers
- Substance abuse resources

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❖ Healthy Pregnancy Program  800-411-7984
❖ Care24  888-887-4114

☑ Toll-free access to registered nurses, masters’ level counselors, and legal and financial professionals.

❖ myUHC.com

☑ Internet resource