



**Great-West Life**  
Centre for  
Mental Health  
in the Workplace

**Addiction: Train Your Management**

Action Required:	Date Completed:	Completed By:
1. Comprehensive training must include:		
a.) An understanding of the company's substance-free policy, including the rationale of the program.		
b.) Details of any drug or alcohol testing procedure		
c.) Tools that help the supervisors explain the policy to employees, including key messages about the objective, responsibilities and consequences for non-compliance.		
d.) Tips that help supervisors recognize signs of substance abuse, or other addictive behaviours such as gambling or eating disorders.		
e.) Consultation and cooperation with the substance-free workplace committee.		
f.) Processes for supervisors to document what they see in the workplace.		
g.) Steps for referring employees to confidential resources to address their potential addiction.		