



CCI Drug Free Workplace Implementation Kit Order Form

CCI Introduces The Drug-Free Workplace Implementation Kit- A Complete Package For Companies Who Want To Become A Drug-Free Workplace!

Georgia State legislation and the Georgia Board of Worker's Compensation have created the guidelines to assist private sector companies with the problem of substance abuse in the workplace. The legislation requires that employers fulfill five specific requirements in order to become certified as a Drug-Free Workplace:

- ❖ A Written Substance Abuse Policy
- ❖ Substance Abuse Education For Employees
- ❖ Substance Abuse Training For Supervisors
- ❖ EAP Resources
- ❖ Drug Testing

The program has been designed to protect both the rights of the employees and the rights of the company. The rules and guidelines include more than twenty-five pages of specific requirements for the policy, the training and education, and the program in general. Many employers don't have the time and energy to write policies and supporting documents, schedule training, and research drug testing information. **The CCI Drug-Free Workplace Implementation Kit provides the employer with everything that is needed to implement a Drug-Free Workplace Program.**

- ◆ ***CCI's Drug-Free Workplace Policy*** will be provided in the Implementation Kit in hard copy and on disk, formatted to Word 97. The policy will include several options. The Implementation Kit includes a section that explains the various options and the pro's and con's of each option. The employer may make appropriate changes to the policy and then simply print out the policy on company letterhead.
- ◆ ***CCI's Drug-Free Workplace Training Series*** is a set of modules covering a variety of Drug-Free Workplace (DFW) topics. In order to become certified as a Drug-Free Workplace, every employee must have two hours of substance abuse training each year. Supervisors must participate in the employee training and an additional two hours of supervisory training.

Training requirements may be met in a variety of forms: through written materials, by trainers, by video, or by audio. Many employers find it difficult to fulfill the training requirements due to conflicts with scheduling and the coordination of multiple locations. **CCI** has developed a series of written modules, which fulfill the training requirement. Employees and supervisors can read the modules independently, or use them as a basis for group discussion. Each module provides one-half hour of certification training. Trainees complete a questionnaire about each module to document company's compliance with DFW training requirements. Two hours of employee training modules and two hours of supervisory training modules are included in the Implementation Kit.

- ◆ ***Drug Testing Resources and Options*** are included in the Implementation Kit. You may choose to contact our affiliates who provide a variety of testing services or you may wish to call the laboratories directly. The Implementation Kit includes sections that explain your testing options, and a list of laboratories. The Implementation Kit will help you understand terminology so that you can make informed choices.
- ◆ ***Employee Assistance Resources*** are included in the Implementation Kit. The Drug-Free Workplace program was developed to get substance abuse out of the workplace and to give substance-abusing employees a place to get help. The employer may choose to contract the services of **CCI** to provide those Employee Assistance Resources. **CCI** has several packages that are available to the employer. If the employer chooses not to contract with an Employee Assistance Program, they must provide the employees with a list of resources. A list of National resources is included in the Implementation Kit. An abbreviated list of resources is included in each training Module.
- ◆ ***The Implementation Kit Includes a Complete Line of Support Materials*** that are designed to make the program implementation professional, easy, and efficient. To save the employer time, the kit contains sample letters and forms. The letters will include: Employee Positive Drug Test Notification; Applicant Positive Drug Test Notification; Second Chance Agreement; Conditional Reinstatement Agreement; and a Release Of Information. All are provided on disk so that the employer may make changes and print on company letterhead. A copy of the *Application for Certification* is included, as well as a copy of the State *Rules and Guidelines*.
- ◆ ***CCI's Drug Free Workplace Help Desk*** is open to Implementation Kit clients during regular business hours. CCI staff is available to guide the employer through any additional questions or concerns.



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Ordering CCI's Implementation Kit is easy. The cost of *\$350 includes your policy, Training Modules, an EA resource list, drug testing resources, support materials, and options for additional employee services. Copies of the state certification requirements and a worker's compensation premium credit application are enclosed. The entire program in one convenient, easy package!

Mail your order to: CCI
P.O. Box 1935
Woodstock, GA 30188
Call: (770) 516 – 0941

CCI Sales Agent _____ Date: _____

(800) 516 – 0941

Company: _____
Mailing address: _____

Contact person: _____ **Title** _____
Phone number: _____ **ext.** _____
Fax Number _____
Email Address _____

Worker' Compensation Insurance
Company _____

Please include your check made payable to CCI for:

Implementation Kit Cost	\$350.00(*For companies of 100 or less)
Tax – 7%	\$ 24.50
*Additional Employee Cost-	\$ _____ .50 for each employee over 100
Shipping/Handling	\$ <u>5.95</u>
Check Total	\$ _____

Your Implementation Kit will be shipped within 7 working days of the receipt of the order and payment.

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