



ALCOHOL & DRUG POLICY DEVELOPMENT AND IMPLEMENTATION WORKSHEET

This worksheet is intended to assist you in developing and implementing an Alcohol and Drug (A&D) policy for your company. If your company already has an A&D policy, this worksheet may be helpful, in conjunction with the Gap Analysis Matrix (<http://www.enform.ca/1011>), in reviewing it and addressing any deficiencies it may have.

PART A – DEVELOPMENT PROCESS

To maximize the effectiveness and acceptance of an A&D policy, it is important that:

- its development is led by a respected senior management position,
- all parts of the organization have an opportunity to participate in its development, and
- its development proceeds in a timely and coordinated manner.

Organizational culture, structure, and demographics vary greatly from one company to another. With these variables in mind, an appropriate adaptation of the following activities is suggested.

✓	DEVELOPMENT ACTIVITIES	
	1. Identify who will participate. a. drafting the policy b. reviewing the policy from various perspectives (e.g., legal, human resources, health, and safety) c. approving and endorsing the policy (i.e., primary accountability) d. communicating the policy throughout the company e. developing and managing programs to support policy implementation (e.g., education, employee assistance, testing) f. developing and managing administrative processes (e.g., records management)	Participants _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
	2. Plan the process for developing the policy. a. timelines and schedules for producing and reviewing drafts b. total number of drafts planned for the project c. a process for collecting, consolidating, and responding to feedback d. a process for resolving conflicts or disagreements that arise during drafting of the policy	
	3. Draft and finalize the policy. (see Part B – Content Development)	
	4. Have the policy formally endorsed with sign-off by senior management.	

There are also a number of policy implementation considerations that must be addressed early on, in conjunction with policy development (see Part C – Policy Implementation).