



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.	Participants
	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)	_____
	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).