

Statewide Training Classes Available Monthly

For information on attending a half-day training workshop in your area on implementing a drug-free workplace program, contact the following people:



CHICAGO AREA
Michele Culp, Chicagoland Chamber of Commerce,
312.494.6730, mculp@chicagolandchamber.org



NORTH CENTRAL
Irene Williams, Prevention First, Inc.,
800.252.8951, williai@prevention.org



SOUTH CENTRAL
Cathy Wendt, Mid-West Truckers Association, Inc.,
217.525.0310, truckers@iname.com



SOUTHERN MOST
Denise Cody, SIU-Carbondale SBDC,
618.536.2424, sbdc@siu.edu

Or call 1.800.252.8951 for information on the Illinois Small Business Drug-Free Workplace Program and how it can help your business today!

This project is funded by the U.S. Small Business Administration. SBA's cooperation does not constitute or imply its endorsement of any opinions, products and/or services. Printed by the Authority of the State of Illinois in cooperation with the Illinois Department of Commerce and Community Affairs.

**Illinois Drug-Free Workplace Program
2800 Montevale Drive
Springfield, Illinois 62704**

ADDRESS CORRECTION REQUESTED

The SBDC has been developed through a partnership between the U.S. Small Business Administration, Illinois Department of Commerce and Economic Opportunity and McHenry County College under a cooperative agreement.



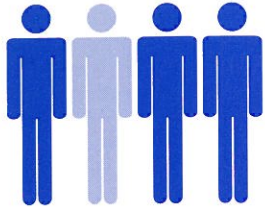
Education Information & Prevention



According to Illinois statistics,

1 out of 4

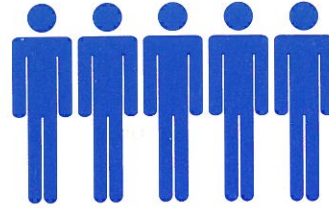
of your employees has a substance abuse problem!



FACE THE FACTS:

- ▶ Substance abuse problems in the workplace cost Illinois businesses 3% of their payroll, totaling almost \$4 billion annually!
- ▶ Currently, over 70% of all illicit drug users are employed!
- ▶ 80% of the U.S. workforce is employed by small and medium sized firms where drug testing policies and programs aren't in place!
- ▶ Substance abusers are four times more likely to be involved in on-the-job accidents and are six times more likely than non-abusers to file a workers compensation claim!
- ▶ Absenteeism, increased health care cost and decreased productivity due to alcohol and other substance abuse cost your company about \$1000 per employee per year!

What substance abuse does to your business is expensive and what substance abuse does to the lives of your employees is tragic!!



THE SOLUTION:

Because the costs are staggering, businesses can no longer tolerate alcohol and other substance abuse in the workplace. The U.S. Small Business Administration and The Illinois Department of Commerce and Community Affairs with its partners, Prevention First, the Chicagoland Chamber of Commerce, Southern Illinois University and Midwest Truckers Association are dedicated in providing you with all of the tools you need to put together a drug-free workplace initiative.

Our commitment to you:


- ▶ We provide you with information to help you create a drug-free workplace program and policy that is tailor made for your company. It will be based as much on prevention and treatment as on detection.
- ▶ We provide education and training material for your management staff and employees to promote awareness as to the dangers of substance abuse.
- ▶ We provide you with information that will enable you to determine the best and most cost effective way to help your employees and protect the health and profitability of your company.
- ▶ We provide frequent statewide workshops to guide you through the Drug-Free Workplace development process.
- ▶ We offer free* sample policies, training videos, workplace posters, partners tip cards and technical assistance.

*free to all Illinois based businesses with 500 or less employees.

Steps to becoming an Illinois Drug-Free Workplace:

 **STEP NUMBER ONE**
Attend a state sponsored Drug-Free Workplace Training on how to create a drug-free workplace program and policy.

 **STEP NUMBER TWO**
Create a drug-free workplace policy tailor made for your company with materials provided at the training.

 **STEP NUMBER THREE**
Educate employees and train supervisors on the drug-free workplace program rules and procedures.

 **STEP NUMBER FOUR**
Display signage in a prominent area proclaiming the business environment to be drug-free.

 **STEP NUMBER FIVE**
Update your policy and program and retrain your supervisors on an annual basis.



The Illinois Small Business Drug-Free Workplace Program will guide you through this process every step of the way!