



The Facts About . . .

Drug Free Workplaces

Drug and alcohol abuse cost America's small businesses billions of dollars every year. But small business owners can fight back with help from the U.S. Small Business Administration.

Under the Paul D. Coverdell Drug-Free Workplace Act the SBA awards funds to intermediaries to assist small businesses financially and technically in establishing drug-free workplace programs. An intermediary is an organization that:

- has at least two years of experience in carrying out DFWP programs;
- has a drug-free workplace policy in effect;
- is located in a state, the District of Columbia, or a U.S. territory; and
- develops comprehensive drug-free workplace programs, or supplies drug-free workplace services, or provides other forms of assistance and services to small businesses.

The Act also allows the SBA to award funds to its small business development centers to provide information and assistance to small businesses for DFWP programs.

What Does a Complete DFWP Program Contain?

- a written policy;
- drug and alcohol abuse prevention training;
- illegal drug testing;
- an employee assistance program; and
- continuing alcohol and drug abuse prevention education.

How do Intermediaries and SBDCs Help?

- Educate small business employers and employees on the benefits of a drug-free workplace.
- Provide financial assistance to small businesses as they set up DFWP programs. This may include free or reduced costs for training sessions, management/supervisor consultants, Employee Assistance Program services and/or drug testing.
- Provide technical assistance to small businesses starting DFWP programs. This may include performing needs assessments, writing/reviewing policies and procedures, providing consultation to management on program development, providing consultation to supervisors on when and how to enforce the DFWP policy and making referrals to drug testing or EAPs.
- Educate parents who work for small businesses on how to keep their children drug-free.

Why is the SBA Helping?

The most current study by the National Institute on Drug Abuse and the National Institute on Alcohol Abuse and Alcoholism estimates drug and alcohol abuse cost American society \$276 billion in 1995. Such abuse causes accidents and injuries and results in theft, absenteeism and impaired performance and productivity.

A 1999 report by the Substance Abuse and Mental Health Services Administration showed full-time workers between the ages of 18-49 who admitted to current drug use and heavy alcohol use were:

- twice as likely to have worked for three or more employers in the past year;
- two and one-half times more likely to have skipped one or more days of work in the past month;
- more likely to have missed two or more days of work in the past month due to illness or injury.

A 1997 survey by the Substance Abuse and Mental Health Services Administration revealed:

- drug and alcohol use is nearly twice as prevalent in small businesses than in larger ones;
- small businesses are particularly vulnerable to drug and alcohol abuse by employees because small businesses are less likely to test employees for drug or alcohol use either before or during employment; and
- employees of larger businesses are three times more likely to have access to employee assistance programs to help with drug- and alcohol-related problems as are those working in small businesses.

Research by the National Association of Treatment Providers suggests that alcoholism alone accounts for 500 million lost workdays a year.

In 1996 the Minnesota-based Hazelden Foundation conducted a national survey in which 60 percent of respondents said they knew people who had gone to work under the influence of drugs or alcohol.

Where Does the SBA get its Authorization?

Congress passed the Drug-Free Workplace Act of 1998, authorizing the SBA to administer the Drug-Free Workplace Program. In 2000, Congress renamed the program in memory of the late Senator Paul D. Coverdell, one of the key sponsors of the Act.

For additional information on the SBA's Drug-Free Workplace Program, contact the Office of Small Business Development Centers:

- Phone: 202-205-6766
- Internet: www.sba.gov/news/drugfree.

For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Phone: 1-800 U ASK SBA
- Fax: 202-481-6190
- E-mail: answerdesk@sba.gov
- TDD: 704-344-6640
- Your rights to regulatory fairness: 1-888-REG-FAIR
- Internet
SBA Home page: <http://www.sba.gov>
Gopher: <http://www.sba.gov/gopher>
U.S. Business Advisor: <http://www.business.gov>

SBA Resource Partners

Inquire at your local SBA office for the location nearest you.

- Business Information Centers (BICs)
- Tribal Business Information Centers (TBICs)
- One Stop Capital Shops (OSCSs)
- Service Corps of Retired Executives (SCORE)
- Small Business Development Centers (SBDCs)
- U.S. Export Assistance Centers (USEACs)
- Women's Business Centers (WBCs)

Publications

- *The Facts About . . . SBA Publications* — a listing of free SBA publications

SBA — America's Small Business Resource

Did you know that in fiscal 2001 the SBA —

- backed more than \$16.5 billion in financing to America's small businesses?
- approved more than 50,000 small business loans totaling almost \$12.2 billion?
- invested \$4.5 billion in small businesses through its venture-capital program?
- provided more than 48,000 loans totaling more than \$1 billion to disaster victims for residential, personal-property and business loans?
- gave management and technical assistance to an estimated 1.3 million entrepreneurs through its grant programs and resource partners?
- responded to almost a quarter million telephone and e-mail inquiries at the SBA Answer Desk?

Did you know that America's 25 million small businesses —

- employ more than 58 percent of the private work force?
- generate more than 51 percent of the nation's gross domestic product?
- are the principal source of new jobs?

All of the SBA's programs and services are provided to the public on a nondiscriminatory basis.

