Circle the correct answer. After completion, turn in the test to your supervisor for grading. You must achieve a score of at least 80% to pass (12 correct answers). Scored test will be maintained in your personnel file.

Circle either True or False for the following questions

T or F  1). Our company drug tests to be compliant with Federal laws.
T or F  2). The legal use of prescription drugs will be prohibited by our company.
T or F  3). An employee’s desk drawer is considered to be a private space and therefore in order to conduct a search for reasonable suspicion, 48 hour notice must be given to the employee.
T or F  4). Refusing to take a drug or alcohol test may result in termination of employment.
T or F  5). During pre-employment testing, a candidate will be allowed to take their personal belongings with them into the restroom.
T or F  6). Confidentiality for pre-employment testing is not important when we do not hire the candidate.
T or F  7). Any of our staff members can transport an employee to the clinic for drug/alcohol testing.
T or F  8). If a pre-employment candidate would like a second test to be performed, we will automatically pay for it.

Circle the letter corresponding to the correct answer for the following questions

9. Which circumstance best supports “Reasonable Suspicion” testing?
   a. A good supervisor should be conducting reasonable suspicion testing frequently.
   b. An investigation of the facts is not important if a trusted witness makes an allegation of drug or alcohol use.
   c. It is best to conduct in-house testing for reasonable suspicion because it saves money.
   d. Testing should be done when documented facts such as observations concerning appearance, behavior, job performance, speech, or body odors are witnessed by a trained supervisor.

10. Which example best supports the requirement for accurate and timely documentation?
    a. Documentation should include: name of the employee, date, time and location of the incident and the attached witness statement.
    b. Documentation should be completed prior to meeting with the employee whenever possible.
    c. Documentation should include objective, factual information and any employee’s response to the reported performance concerns.
    d. a, b, and c.
    e. None of the above

Employee Name: _______________________________ Date Tested: ___________________
Graded by: _________________________________ Score: ________________________
11. Which choice best describes the sequence of post-accident testing?
   a. The employee must be drug tested before seeking medical attention.
   b. If the employee is injured, a designated staff member will provide transportation to the clinic for treatment and testing.
   c. The employee should be given the “post accident” paperwork and directions to the closest medical facility.
   d. We will test after every employee accident regardless of whether the employee was injured or not.

12. Which statement below is not a factual statement when documenting performance concerns?
   a. I think you have been acting funny.
   b. Your attendance records show you have missed 8 days over the last month.
   c. It has been observed that you have left assigned tasks undone over the last 3 days.
   d. You have been observed having difficulty with walking and balance, slurred speech, and you have come to work in soiled and wrinkled clothing.

13. Which choice would best represent what we should NEVER do in handling a crisis drug/alcohol situation?
   a. Immediately terminate the employee if we can smell alcohol.
   b. Let the employee drive him/herself home.
   c. Accuse the employee of drug/alcohol use in front of other staff.
   d. Let the employee resume their duties after being drug tested.
   e. All of the above.

14. Which choice best represents why we handle possible drug/alcohol abuse through performance based disciplinary process?
   a. It protects our company from potential lawsuits by disgruntled employees.
   b. It is required by law and it is too difficult to diagnose substance addictions.
   c. As responsible leaders, it is the fairest and best way to intervene and take corrective action to support a safe and productive work environment.
   d. a and c
   e. None of the above

15. Which examples best represent the “Late Phase” of addiction? The user:
   a. Blames people, place and things for problems, receives final warnings at work, has prolonged unpredictable absences.
   b. Lies about increased use, receives increased criticism from boss, and makes more mistakes.
   c. Experiences tremors, loss of job advancement, has difficulty concentrating.
   d. Isolates self from others, works at 30% efficiency, is aggressive, belligerent.

Employee Name: _______________________________ Date Tested: ___________________
Graded by: ________________________________ Score: ________________________