

13 SIGNS OF SUBSTANCE ABUSE IN THE WORKPLACE



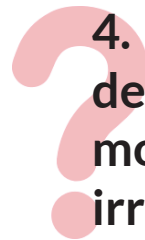
1. Smell alcohol on the person's breath and clothing



2. Employee shows decline in hygiene and personal appearance



3. Employee displays jittery or anxious behavior



4. Noticeable change of demeanor, attitude, and mood, such as becoming irritable



5. Employee becomes combative & standoffish towards co-workers, clients and customers



6. Physical symptoms, such as glassy, blood-shot eyes, grinds teeth or sweats profusely



7. Decline in alertness; the employee dozes off or has sluggish speech or movement



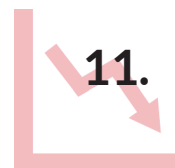
8. Tardiness or excessive absenteeism for no apparent reason



9. Passes out at work



10. Causes accidents that may injure himself or others



11. Overall decline in morale



12. Co-workers complain about the employee's behavior



13. Theft of property