

HOSPITALITYLAWYER^Σ® C.O.

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INDICATORS OF DRUG USAGE BY EMPLOYEES



- Routinely arrives late or leaves early
- Late or absent after lunch often
- Frequent or long disappearances from the work site
- Frequent or long trips to the bathroom or to the stockroom
- Misses appointments
- Frequent sick days or unexplained absences
- Procrastination, pattern of missed deadlines
- Neglects mail
- Phone calls are not returned promptly
- Decline in productivity or hours worked
- Doesn't pay attention and forgets things easily
- Overreacts to criticism, blames others
- Evidence of depression and/or anxiety
- Unusual mood swings—unpredictability
- Unable to get along with colleagues, staff
- Performance declines over the course of the day

INDICATORS OF DRUG USAGE BY EMPLOYEES



- Client complaints about performance, accessibility, communication
- Co-mingles or borrows clients' funds
- Seems to make and receive a lot of personal calls
- Appears under the influence or smells of alcohol in the office
- Gradual deterioration in appearance, hygiene, health
- Always tired
- Loses control at social gatherings where professional decorum is expected
- Dishonesty, manipulations