

# A DRUG-FREE WORKPLACE: THE SUPERVISOR'S ROLE

## Final Review

**Directions:** Circle the answer the **best** completes each of the following statements.

1. Drug addiction should be regarded as a...
  - A. character flaw.
  - B. moral issue.
  - C. disease.
  - D. All of the above answers are correct.
  
2. The drug that is most commonly abused is...
  - A. cocaine.
  - B. marijuana.
  - C. alcohol.
  - D. sleeping pills.
  
3. The drugs that have an effect similar to alcohol are...
  - A. stimulants.
  - B. depressants.
  - C. hallucinogens.
  - D. None of the above answers is correct.
  
4. An employee who seems more agitated and nervous than usual may be having...
  - A. financial problems.
  - B. family problems.
  - C. a problem with alcohol or drug abuse.
  - D. All of the above answers are correct.
  
5. If an employee is intoxicated on the job, the best thing to do is...
  - A. send the employee home immediately.
  - B. leave the employee alone, but schedule a meeting with him or her for the next day.
  - C. leave the employee alone and document the incident in his or her record.
  - D. arrange for the employee to have safe transportation home.

6. Documentation of poor work performance should contain descriptions of...
- A. specific incidents.
  - B. other employees' opinions.
  - C. the supervisor's opinions.
  - D. All of the above answers are correct.
7. To best deal with an employee who may have a problem with drug abuse, you should...
- A. accuse the employee of drug abuse.
  - B. counsel the employee about his or her drug problem.
  - C. confront the employee about declining work performance.
  - D. All of the above answers are correct.
8. When you ignore an employee's suspected drug abuse problem, you are...
- A. helping the employee out.
  - B. helping the employee's family.
  - C. letting the drug abuse continue.
  - D. being a good friend and supervisor.
9. When an employee returns to work after completing drug rehabilitation, the supervisor should...
- A. be supportive and try to make the employee feel at ease.
  - B. assign another employee to watch him or her closely.
  - C. confide to other employees that the person has completed a drug rehabilitation program.
  - D. None of the above answers is correct.
10. Companies with drug programs that include drug testing, drug policies, drug education, and employee assistance programs have...
- A. fewer absences.
  - B. higher productivity.
  - C. lower accident rates.
  - D. All of the above answers are correct.