



**NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE**

**GUIDELINES FOR UNDERTAKING ADA BASELINE AND FOLLOW-UP SURVEY  
IN THE WORKPLACE**

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## CHAPTER ONE: INTRODUCTION

The National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) is a State Corporation established under the National Authority for the Campaign against Alcohol and Drug Abuse Act, 2012 of the Laws of Kenya. In collaboration with other public and private agencies, NACADA is mandated to facilitate, conduct, promote and coordinate research and dissemination of findings on alcohol and drug abuse (ADA) and to serve as the repository of such data.

One of the key target groups for the Authority is employees in the public sector. NACADA supports the public sector institutions to mainstream alcohol and drug abuse prevention, treatment and rehabilitation programs in their workplace. Towards supporting these institutions to undertake alcohol and drug abuse baseline and follow-up surveys, the Authority has developed guidelines that document all the key indicators that are required for a report to be valid. The indicators provide quantitative measurements that will be tracked over the years to assess the effectiveness of the ADA interventions put in place by the different organizations.

### 1.1 Background

Contrary to negative and stereotyped images, the majority of people with substance use problems are gainfully employed, equating to millions of people in the workforce with problematic alcohol or drug use. Substance abuse, and the impact it may be having on employees' health and workplace safety, continues to receive increasing attention in public sector institutions. Drug and alcohol abuse in the workplace not only affects work performance in general, but also results in higher rates of absenteeism, accidents, illness and mortality, with all their related costs. It is therefore an important health and safety issue in its own right. Drinking rates vary among occupations, but alcohol-related problems are not characteristic of any social segment, industry, or occupation. Drinking is associated with the workplace culture and acceptance of drinking, workplace alienation, the availability of alcohol, and the existence and enforcement of workplace alcohol policies (Ames and Janes, 1992; Trice and Sonnestuhl, 1988).

**Workplace Culture:** The culture of the workplace may either accept and encourage drinking or discourage and inhibit drinking.

**Workplace Alienation:** Work that is boring, stressful, or isolating can contribute to employees' drinking.

**Alcohol Availability:** The availability and accessibility of alcohol may influence employee drinking.

**Supervision:** Limited work supervision has been associated with employee alcohol problems.

**Alcohol Policies:** There is wide variation in the existence of alcohol policies, employees' awareness of them, and their enforcement in workplaces. Workers' knowledge that policies are rarely enforced seems to encourage drinking.

## **1.2 Alcohol and drug abuse in the public sector**

In a survey conducted by NACADA in 2011, 33.3% of employees in the public sector were currently using alcohol, 8.5% tobacco, 3.8% *miraa*, 1.1% bhang and 0.4% narcotics (heroin, cocaine). The impact of alcohol and drug abuse among the public sector employees was evident. Findings showed that current alcohol users (48.5%) had a proportionately higher likelihood of receiving a warning from the employer for an offence compared to current non-users (32.1%). Another 47.8% of employees with a family member abusing alcohol or drugs indicated that their work performance was being affected. Results also showed that 7.2% of current alcohol users drunk on a daily basis, 8.8% had failed to go to work in the last one year due to a hangover and 9.2% took alcohol first thing in the morning to enable them to start working.

## **1.3 Rationale**

This section highlights the challenges and importance of addressing alcohol and drug abuse problem in the workplace.

## **1.4 General objective**

To document the problem of alcohol and drug abuse among employees and to suggest an effective strategy for addressing the challenge of alcohol and drug abuse (ADA) at the workplace

### **1.4.1 Specific objectives**

- a) To determine the prevalence of alcohol and drug abuse and its effect on the performance of the employees
- b) To establish the causes and effects of alcohol and drug abuse among employees
- c) To determine the interventions undertaken by the organization to address alcohol and drug abuse in the workplace
- d) To provide effective recommendations to mainstream alcohol and drug abuse in the workplace

## **CHAPTER 2: METHODOLOGY**

### **2.1 Study design**

A cross-sectional study is the most preferable because it allows you to interview many respondents within a very short time and is usually recommended as the best way to determine prevalence. Further, the design is useful at identifying associations.

### **2.2 Data types and sources**

A structured questionnaire with open and closed questions is used to generate quantitative and qualitative data. Given the nature of different workplaces, a self-administered structured questionnaire is recommended. However, in case of a workplace with illiterate employees, an interview schedule is the most preferred method of data collection. In such a case, the tools should be translated to a language comfortable to respondents.

### **2.3 Sampling**

In a workplace with a population of less than 200 employees, a census is usually recommended where all the employees are interviewed. However, workplaces with more than 200 employees, sampling is usually recommended to arrive at a reasonable number of respondents to be interviewed. Further, all the regions or stations in a given workplace should be covered in the sample in a proportionate method.

### **2.4 Training of research assistants**

Research assistants should be trained specifically to familiarise themselves with the objectives of the survey and any other unique features important for the survey. The role of research assistants is to guide respondents to correctly fill the structured questionnaire and to clarify any questions that are not well understood by the respondent.

### **2.5 Data entry, cleaning, and analysis**

Quantitative data should be coded, sorted, entered into the computer and processed using applicable statistical software. Descriptive statistics e.g. frequencies, pie chart, bar graphs and percentages should be used to describe, organize and summarize the data. Cross tabulations should also be used to assess the relationship between two variables. Responses from open-ended questions should also be used to supplement, the quantitative data.

### **2.6 Ethical concerns**

Confidentiality of all information collected should be upheld at all times. Given the sensitive nature of alcohol and drug abuse information, data collected should not be linked to an individual employee in order to ensure that their anonymity is always safeguarded. Further, participation in the survey should be on voluntary basis though the management is expected to encourage all employees to participate.

### **2.7 Dissemination of findings**

Findings of the survey should be disseminated to the management for validation and adoption of the report.

## **CHAPTER THREE: FINDINGS**

This section presents some of the variables required in an alcohol and drug abuse baseline or follow-up survey report.

### **3.1 Employee background characteristics**

The variables include gender, age, education level, marital status, job description, nature of employment of the employees.

### **3.2 Prevalence of alcohol and drug abuse among employees**

An effective workplace drug and substance abuse control and management programme entails critical understanding of segments of the employee population who are current users/abusers of drugs and other substances. Identification of characteristics of users helps the programme designer to tailor the programme paying attention to the unique characteristics of these sub-groups.

This section should therefore explore the prevalence of alcohol and drug use/abuse among the employees. Perception of alcohol and drug abuse levels, past/ lifetime and current usage of alcohol and drugs should be documented under this section.

#### ***3.2.1 Lifetime usage of alcohol and drugs in the workplace***

Lifetime (past) use of different drugs: This is a proportion of employees who have ever used alcohol, tobacco, *miraa*, bhang, heroin, cocaine, prescription drugs etc. in their lifetime (**x**) over the total population interviewed (**n**) multiplied by 100%.

#### ***3.2.2 Current usage of alcohol and drugs in the workplace***

Not everyone who initiates usage of alcohol or drugs is currently a user. Current usage is defined by consumption in the last 30 days prior to the survey. This is a proportion of employees who have used alcohol, tobacco, *miraa*, bhang, heroin, cocaine, prescription drugs etc. in the last 30 days prior to the survey (**x**) over the total population interviewed (**n**) multiplied by 100%.

#### ***3.2.3 Relationship between current usage of alcohol and background characteristics***

This section compares the nature of association between selected background characteristics such as gender, age, education background, marital status, job category and nature of employment with current use of alcohol.

### **3.3 Effects of alcohol and drug abuse among employees in the workplace**

There is compelling evidence that alcohol consumption is associated with a number of medical, social and economic problems. It is also associated with effects like job absenteeism (e.g. visiting a health facility due to any sickness, sick leave etc.), accidents, low job satisfaction, and decreased productivity in the workplace.

### ***3.3.1 Family member's alcohol usage and workplace performance***

Studies have shown that employees with family members who abuse substances are less productive in the workplace. Hence, there is need to document the extent of alcohol and drug abuse in the family and how they impact on employee performance.

### ***3.3.2 Alcohol dependence***

To understand the indications of alcohol dependence in the workplace, this section considers employees who have used alcohol in the last one year. The AUDIT tool will be used to screen alcohol dependence among employees who have reported alcohol use in the last one year. Respondents with a score between 0-7 is an indicator of sensible drinking; those with a score of 8-19 is an indicator of harmful or hazardous drinking and should therefore consider cutting down alcohol use; while those with a score of 20 and above is an indicator of alcohol dependence and require referral to a specialist.

### ***3.3.3 Problem drinking among employees***

The workplace alcohol and drug abuse survey employs four standard questions to evaluate the extent of alcohol misuse among employees who have used alcohol in the last 30 days prior to the survey (current users). The instrument used to measure problem drinking is called a CAGE tool.

Specifically, each current user of alcohol will be asked if he or she: has ever tried to cut down on alcohol consumption/ drinking; gets annoyed when people discuss/ criticize his/ her drinking; has ever felt guilty about his/ her drinking; and has ever taken alcohol first thing in the morning (eye-opener) to steady nerves or get rid of a hangover. An employee who answers **NO** to all questions or **YES** to one question shows no indication of alcoholism and therefore is at a low risk of problem drinking. An employee who answered **YES** to two or more questions is at risk of problem drinking.

### ***3.3.4 Analysis of drinking culture***

Studies have shown that alcohol consumption can be part of an organization's culture, a phenomenon that has got serious implications for the organization's productivity and competitiveness. To assess the existence of a drinking culture in the workplace, employees who report having taken alcohol in the last 30 days (current users) prior to the survey are asked who they usually drink with i.e. spouse/boyfriend/girlfriend, friends/ relatives who are not workmates, workmates or drink alone. A workplace where majority of the employees drink with fellow workmates risks developing a culture of drinking that negatively affects productivity of the organization.

## **3.4 Alcohol and drug abuse-related knowledge and attitudes**

This section seeks out the views from the employees on how the delicate problem of alcohol and drug abuse should be handled at the workplace. The employees will either agree or disagree to the following statements:

- a. Alcohol and drug abuse is a private affair and should not be addressed in the workplace

- b. Employees who perform poorly due to their drug problem should be dismissed from work
- c. Alcoholism or drug addiction is a disease like any other so addicts should be assisted in every way
- d. The organization should have a resident drug abuse counselor to help addicts quit the habit

### ***3.4.1 Knowledge of rehabilitation facilities***

It is critical to understand whether the employees have knowledge of a co-worker with an alcohol or drug abuse problem and whether they know facilities where they could seek help for themselves, spouses or siblings with substance use disorders. It is important to note that all the treatment and rehabilitation centres accredited in Kenya are listed in the NACADA website.

### **3.5 Extent of ADA mainstreaming in the organization**

The survey should document all the interventions being put in place to address the problem of alcohol and drug abuse in the workplace. The interventions to be documented are as follows: On-going ADA activities; employee training/ sensitization; availability of ADA messages; existence of counselling and treatment services; existence of an ADA workplace policy; sensitization on provisions of the workplace policy; and availability of ADA workplace policy.

#### ***3.5.1 Best approaches to mainstream alcohol and drug abuse control and management in the workplace***

This section will document the following: Suggestions for inclusion in the ADA workplace policy; and topics for inclusion in the next training organized by the organization.

### **4.0 Conclusion and recommendations**

This section will summarize the key indicators that will be tracked over time to measure progress and effectiveness of the interventions. The indicators include lifetime usage of alcohol and drugs, current usage of alcohol and drugs, effects of alcohol and drug abuse and interventions implemented to address alcohol and drug abuse problems in the workplace e.g. proportion of employees who are aware of on-going ADA activities; proportion of employees who have been trained/ sensitized on ADA; proportion of employees who have received IEC materials; proportion of employees who have seen ADA messages within the organization; proportion of employees who are aware of the existence of counselling and treatment services; proportion of employees who are aware of the existence of a workplace ADA policy; proportion of employees who have been sensitized on the ADA workplace policy; and proportion of employees who have received a copy of the ADA workplace policy. Recommendations of the survey should be informed by the findings and objectives.

## 5.0 Annex 1: Questionnaire for ADA Baseline/ Follow-up Survey

<b>QUESTIONS</b>		<b>Please tick/circle /write response where applicable.</b>	
1	What is your gender	Male .....	1
		Female.....	2
2	What is your age group?	35yrs and below.....	1
		36-45yrs .....	2
		46 yrs and above.....	3
3	What is the highest level of education you have completed?	Secondary level and below.....	1
		Diploma .....	2
		Bachelor's degree .....	3
		Post-graduate diploma/degree/doctorate.....	4
4	What is your marital status?	Single/ never married... ..	1
		Currently married .....	2
		Separated/ divorced/ widowed.....	3
5	a) What is your job position?	Top and middle management levels.....	1
		Technical officers .....	2
		Support staff.....	3
		Others.....	4
	b) How long have you worked in this organization?	_____ Years and _____ Months	
	c) How would you rate your satisfaction with the working conditions of your organization?	Very satisfied .....	1
		Satisfied.....	2
		Not satisfied.....	3
d) What is the nature of your employment?	Permanent .....	1	
	Temporary .....	2	
	Others.....	3	
	Don't know.....	4	
e) In the last <b>ONE YEAR</b> , have you ever been absent from work because of an illness or any other reasons?	Yes .....	1	
	No .....	2	
f) In the last <b>ONE YEAR</b> , have you ever gone to a health facility due to any sickness?	Yes .....	1	
	No .....	2	
g) Have you ever received a warning from your employer for any offence?	Yes .....	1	
	No .....	2	
6	a) Have you ever taken any alcoholic drink, that is, bottled beer or spirit, traditional brew, illicit liquor etc.?	Yes .....	1
		No .....	2
		<b>(If NO, skip to question no. 10)</b>	
b) How old were you when you first took an alcoholic drink?	14 yrs and below .....	1	
	15-24yrs .....	2	
	25-35yrs.....	3	
	36 yrs and above.....	4	
c) In the last one year, have you ever taken any alcoholic drink?	Yes .....	1	
	No .....	2	

QUESTIONS		<i>Please tick/circle /write response where applicable.</i>	
		(If no, skip to question no. 10)	
7.	<b>Please answer all the questions below (Q7a-j) by ticking or circling the option applicable to you.</b>		
	<p>a. How often do you have a drink containing alcohol?  (0) Never (<b>Skip to i-j</b>)  (1) Monthly or less  (2) 2 to 4 times a month  (3) 2 to 3 times a week  (4) 4 or more times a week</p>	<p>b. How many drinks containing alcohol do you have on a typical day when you are drinking?  (0) 1 or 2  (1) 3 or 4  (2) 5 or 6  (3) 7, 8, or 9  (4) 10 or more</p>	
	<p>c. How <b>often</b> do you have six or more drinks on one occasion?  0) Never  1) Less than monthly  2) Monthly  3) Weekly  4) Daily or almost daily</p>	<p>d. How often during the last year have you found that you were not able to stop drinking once you had started?  (0) Never  (1) Less than monthly  (2) Monthly  (3) Weekly  (4) Daily or almost daily</p>	
	<p>e) During the past year, how often have you failed to do what was normally expected of you because of drinking?  0) Never  1) Less than monthly  2) Monthly  3) Weekly  4) Daily or almost daily</p>	<p>f. During the past year, how often have you needed a drink in the morning to get yourself going after a heavy drinking session?  (0) Never  (1) Less than monthly  (2) Monthly  (3) Weekly  (4) Daily or almost daily</p>	
	<p>g) During the past year, how often have you had a feeling of guilt or remorse after drinking?  0) Never  1) Less than monthly  2) Monthly  3) Weekly  4) Daily or almost daily</p>	<p>h. During the past year, have you been unable to remember what happened the night before because you had been drinking?  (0) Never  (1) Less than monthly  (2) Monthly  (3) Weekly  (4) Daily or almost daily</p>	
	<p>i) Have you or someone else been injured as a result of your drinking?  0) No  1) Yes, but not in the last year  2) Yes, during the last year</p>	<p>j. Has a relative or friend or a doctor or another health worker been concerned about your drinking or suggested you to cut down?  (0) No  (1) Yes, but no in the last year  (2) Yes, during the last year</p>	
8	<p>a) In the last 30 days, have you taken any alcoholic drink (bottled beer, wine, spirit, traditional brew etc.)?</p>	<p>Yes .....</p> <p>No .....</p> <p><b>(If no, skip to question no. 10)</b></p>	<p>1</p> <p>2</p>

<b>QUESTIONS</b>		<b>Please tick/circle /write response where applicable.</b>	
	b) Who do you usually drink with? (Please provide one response)	Spouse, Boyfriend/girlfriend.....	1
		Friends/relatives who are not workmates.....	2
		Workmates.....	3
		I drink alone.....	4
	c) Do you take any alcoholic drink or report on duty drunk?	Yes .....	1
		No .....	2
	d) How frequently do you take an alcoholic beverage while on duty or report to work drunk?	Every day .....	1
		At least once per week .....	2
		At least once every two weeks.....	3
		Once per month.....	4
		Rarely .....	5
		Never.....	6
	e) Have you ever tried to stop using alcohol?	Yes .....	1
		No .....	2
9	a) Have you ever felt you needed to cut down on your drinking?	Yes .....	1
		No .....	2
	b) Have people annoyed you by criticizing your drinking?	Yes .....	1
		No .....	2
	c) Have you ever felt guilty about drinking?	Yes .....	1
		No .....	2
	d) Have you ever had a drink first thing in the morning to steady your nerves or to get rid of a hangover?	Yes .....	1
		No .....	2

QUESTIONS		Please tick/circle /write response where applicable.							
10	Please answer all the questions below in the following section								
	<b>Drug or substance</b>	<b>a) Have you ever, even once, used any of these drugs? Answer all questions</b>		<b>b) Which of these drugs have you used in the past 12 months? Answer all questions</b>		<b>c) Which of these drugs have you used in the past one month? Answer all questions</b>		<b>d) Which of these drugs do you use daily? Answer all questions</b>	
	Tobacco products (Cigarettes, Snuff/ chewed/ piped tobacco, Kuber, Shisha)	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Marijuana/ bhang/ hashish	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Khat (Miraa/ muguuka)	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Heroin (brown sugar)	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Cocaine (coke, crack)	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Inhalants (petroleum products/ glue)	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
	Prescription drugs Sedatives or Sleeping Pills	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2	Yes..... 1 No..... 2
11	Would you consider stopping using any drug you currently use?		Yes .....						1
			No .....						2
			Currently I do not use any.....						3
			I have never used any.....						4
12	a) How would you describe the level of alcohol and drug abuse in the organization?		Very high.....						1
			High.....						2
			Moderate .....						3
			Low .....						4
			Very low.....						5
	b) Are you aware of any activities undertaken in the organization to address alcohol and drug problem for staff and target population?		Yes .....						1
			No .....						2
	c) During the past year, how many times have you attended a training/sensitization on alcohol and drug abuse in the organization?		None .....						1
			Once .....						2
2 -3 times .....								3	
4 times and above.....								4	

QUESTIONS		<i>Please tick/circle /write response where applicable.</i>	
	d) During the past year, have you ever received any awareness information, education and communication (IEC) material on alcohol and drug abuse in the organization?	Yes ..... No .....	1 2
	e) Which areas or topics would you recommend to be included in trainings/sensitizations organized by the organization on alcohol and drug abuse?		
	f) In the last one year, have you seen any messages on alcohol and drug abuse within the workplace? e.g. charts, banners etc.	Yes ..... No .....	1 2
	g) Are you aware of existence of counseling and treatment services for people with substance use disorders in the organization?	Yes ..... No .....	1 2
	h) Are you aware of existence of an alcohol and drug abuse workplace policy in your organization?	Yes ..... No ..... <b>(If No, skip to question no. 13)</b>	1 2
	i) Have you been sensitized on the provisions of the ADA workplace policy?	Yes ..... No .....	1 2
	j) Are copies of the ADA policy readily available for reference by all members of staff?	Yes ..... No ..... Not sure.....	1 2 3
	k) What would you recommend to be included in the organizationss ADA policy to better address issues related to substance abuse?		
13	a) How would you rate your satisfaction with the organization in regard to its efficiency in alcohol and drug abuse prevention?	Fully satisfied ..... Satisfied ..... Somewhat satisfied ..... Dissatisfied..... Very dissatisfied ..... No comment .....	1 2 3 4 5 6
	b) How would you rate your satisfaction with the organization in regard to early identification of people with substance use disorders?	Fully satisfied ..... Satisfied ..... Somewhat satisfied ..... Dissatisfied..... Very dissatisfied ..... No comment .....	1 2 3 4 5 6

QUESTIONS		Please tick/circle /write response where applicable.	
	c) How would you rate your satisfaction with the organization in regard to the support for people with substance use disorders?	Fully satisfied ..... Satisfied ..... Somewhat satisfied ..... Dissatisfied..... Very dissatisfied ..... No comment .....	1 2 3 4 5 6
	d) How would you rate your overall satisfaction with the performance of the organization in regard to the alcohol and drug abuse prevention program?	Fully satisfied ..... Satisfied ..... Somewhat satisfied ..... Dissatisfied..... Very dissatisfied ..... No comment .....	1 2 3 4 5 6
14	a) Do you know of a place or facility where a person can be helped to stop drug abuse?	Yes ..... No ..... <b>(If NO skip to question no. 15)</b>	1 2
	b) What are the names of drug treatment and rehabilitation facilities that you know?		
15	a) Do you know any of your colleague(s) in the organization with an alcohol or drug abuse problem?	Yes ..... No .....	1 2
	b) Does any member of your family abuse alcohol or any drug? (In this context, family member means spouse, sibling, children or parents)	Yes ..... No ..... <b>(If none, skip to question no. 16)</b>	1 2
	c) Does their drug problem affect your work performance?	Yes ..... No ..... Not sure.....	1 2 3
16	Do you agree or disagree with the following statements?		
	a) Alcohol and drug abuse is a private affair and should not be addressed at the workplace	Agree..... Disagree..... Not sure.....	1 2 3
	b) People who perform poorly due to their drug abuse problem should be dismissed from work	Agree..... Disagree..... Not sure.....	1 2 3
	c) Alcoholism or drug addiction is a disease like any other and so addicts should be assisted in every way	Agree..... Disagree..... Not sure.....	1 2 3

<b>QUESTIONS</b>		<b><i>Please tick/circle /write response where applicable.</i></b>	
	d) Our organization should have a resident drug abuse counselor to help addicts to quit the habit	Agree..... Disagree..... Not sure.....	1 2 3
17	What can you do to support the organization to control alcohol and drug abuse at the workplace?		
20	Please share any additional comments or suggestion on what the organization should do to improve its alcohol and drug abuse prevention program.		