

# Communicating your alcohol strategy

It's important that employees are aware of their organisation's expectations of behaviour when it comes to alcohol and other drugs.

Even though your organisation may have policies and procedures in place, if your employees aren't aware of them, they can't follow them. To gain support across the organisation, you should involve employees during the development of the policy and continue to engage them throughout the process.

## Suggested communication methods

- **Alcohol and other drug policy**

Your organisation's alcohol and other drug policy should be able to be easily located by all employees. Put your policy on noticeboards and on the intranet so that employees can easily access and familiarise themselves with it.

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- **Alcohol and other drug education and training**

Education is a key component to maintaining a healthy workplace culture around alcohol and other drugs. Educating your employees should be more than simply expecting employees to read the policy. Organisations should be promoting expectations (particularly around alcohol consumption) via:

- Induction training. Informing new employees about your company's alcohol and other drug policy during the induction phase of employment.
- Annual awareness education. Educating employees about the effects of alcohol and other drugs should be an ongoing requirement throughout the year if an organisation is serious about reducing harms to the workplace and the individual. Online education programs are simple and effective ways to keep the topic of alcohol at the forefront of employees' minds, and they are easy to enforce.

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- **Information sessions**

Holding information sessions on the risks associated with alcohol and other drug use in your specific workplace environment provides employees with the opportunity to ask questions and raise concerns about the organisation's policy, training or testing procedures.

Increase your success by communicating more often.

- **Posters and fact sheets**

Having information about the effects of alcohol and other drugs positioned around your workplace will provide further opportunities to educate your employees. Consider positioning them in the lunch room, on noticeboards and on the intranet so employees can readily access them.

- **Staff meetings**

Departmental meetings or team meetings can be an ideal opportunity to discuss the risks associated with alcohol and other drugs and being impaired at work. Organisations could consider investing in toolbox sessions which empower managers to deliver the training confidently and accurately to their employees.

### Further information



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