

## **ADDICTION TRG. INFO for SUPERVISORS (Abridgement version in conjunction with training)**

**Addition counselor for Ramstein 2:** 86 CEG, MXG, OG, MDG, LRG / ABOUT 1000 EMPLOYEES  
*RÜDIGER SCHMITT* Rudiger.Schmitt.de@us.af.mil Cell phone: 015228514274 478 8409  
Alternate: *MANFRED KLEEMANN* Manfred.Kleemann@ramstein.af.mil 478 5568  
**Addition counselor for RAB 1** (HQ USAFE, 435 AGOW, 86 AW Staff, 86 COMM, 86 MSG, 521 AMOW)  
*Bernd Habermann* bernd.habermann.de@us.af.mil 489 6620  
**Addition counselor for DECA:** *Thorsten Tinney* 480 7231

### **The Counselor:**

- ⊙ Has a confidentiality obligation
- ⊙ Leads motivational conversations
- ⊙ Advises the supervisor, the employee, the CPO and the works council what options the drug assistance system offers, and how the drug revocation can take place
- ⊙ Accompanies the employee throughout the start/motivation, the treatment and the aftercare phase
- ⊙ Member of addiction networking groups
- ⊙ Needs to be involved in all excessive use related performance problems
- ⊙ Promotes drug free business culture

### **Possible symptoms which should make you concerned (Could have other reasons than the excessive use of substances or behavior)**

- ⊙ Habituation to substances
- ⊙ Can't stop to take them, Loss of interest, drop of work performance, accidents,
- ⊙ Mood swings, paranoia, anxiety, panic, depression, aggressiveness
- ⊙ Trivialization of use or of problems
- ⊙ Uncaring, lack of energy, increased energy, euphoria, restless
- ⊙ Alteration of personal appearance
- ⊙ Defensive attitude concerning heavier use of ...
- ⊙ Sleeping disorders
- ⊙ Difficulty to concentrate and remember facts
- ⊙ Weight reduction, dilated / constricted pupils, red eyes
- ⊙ Sweating, chills
- ⊙ Fast heard beats, high / reduced blood pressure
- ⊙ Balance problems, poor coordination
- ⊙ Uncontrolled tremors, muscle cramping
- ⊙ Lost driving license, money issues, late to work, calls in sick frequently, less friends, divorce
- ⊙ Craving

### **Addiction types:**

Alcohol, legal / illegal drugs, medicine, internet, sex, gambling, impulsive buying, eating disorders, emotional. Statistic: 10% of employees are addicted and another 10 % are at risk

### **Obligation to care:**

You have a liability to act when a conspicuous behavior gets observed – can't be suppressed. Show interest in finding a solution. Offer help / job related & through the addiction counselor. Arrange agreements

### **Leave Status:**

Sick Leave

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### **Confronting the Employee:**

As a supervisor, you need to develop a strategy for addressing work-related problems, as well as for encouraging the employee to get help. A good starting point is to meet with the addiction counselor.

### **Intoxication at Work:**

Employee needs to stop working followed by a meeting with supervisor. Need to be brought home right away – accompanied! Employee will not get paid for that day if the employee does not bring a medical certificate of not being intoxicated. This is an opportunity for the employee.

You do not have to perform a medical diagnosis.

### **Organization's Policy:**

### **“The 5 steps”**

### **An agreement between WC / CC**

1. Confidential meeting with the supervisor (SV). If desired, a person of trust can be consulted.  
Name the problem - attempt to find a solution – offer help
2. No positive change: SV, works council (WC), addiction counselor (AC) & CPO  
Allegations - possible consequences - offer help – demand mtg with AC
3. No significant improvement: SV, WC, AC & CPO  
Allegations - possible consequences - offer help – demand mtg with AC  
Letter of warning (1<sup>st</sup> ?); possible transfer (?); possible new functions (?)
4. No change in behavior: SV, WC, AC & CPO  
Allegations - possible consequences - offer help – demand mtg with AC  
1 week reflection. No reaction: Letter of warning (1<sup>st</sup> or 2<sup>nd</sup>)
5. Still no change: Termination will be initiated

These standards are based on the guidance from the German Centre for Addiction Issues (DHS) and need to be followed. It is an instrument that allows the employee to perform the necessary steps with the greatest possible freedom, and provides a formally correct legal framework for the employer.

### **Return to Duty**

- ⊙ After SL – Nobody should know (only employee can release the medical facts)
- ⊙ Next day after incident (intoxicated at work) – Meeting with employee & addiction counselor (optional)
- ⊙ After REHAB - Reintegrating of the employee (Addiction counselor and CPO)

### **CONCLUSIONS**

- ⊙ Addiction is a disease. People with addiction problems are not weak, they are ill.
- ⊙ Understand that the issue is once a substance or a behavior problem of the employee, and a second your need for a productive employee.
- ⊙ Co-Addiction: The Typical Phases
  - Protector Phase (compassion and hope)
  - Control Phase (others do the work & cover)
  - Indictment Phase (Aggression, mobbing, contempt)
- ⊙ Addiction counselor can get contacted from any party at any time
- ⊙ At any stage: Detoxification / Treatment / Rehabilitation is possible
- ⊙ After each step: schedule a feedback meeting after 4-6 weeks
- ⊙ In case of a handicapped, the handicapped representative has to be included.
- ⊙ Be calm and objective and show respect