The Oklahoma Business Ethics Consortium



Agenda - May 9, 2012

- Kudos & Upcoming Events Garyl Geist, Chief Operating Officer, Oklahoma Asthma
 & Allergy Clinic; President, OK Ethics Board of Directors
- II. Congratulations to last month's honorees

Executive Pilot Award – J. Larry Nichols, Co-Founder & Executive Chairman of Devon Energy

Compass Award: Mid-Sized Company – MESA™

Honorable Mention:

- HoganTaylor LLP
- Ideal Homes of Norman
- Pelco Products, Inc.

Compass Award: Large Company Category - OGE Energy Corp Community Impact Award: ONEOK



- III. Upcoming Events: Shannon Warren, Founder, OK Ethics & Bill Blew, President of The Olive Branch
- IV. Introduction of Speaker Randy Thurman, Co-President & CFO, Retirement Investment Advisors; OK Ethics Board of Directors

Keynote: "An Ethical Approach to Substance Abuse" by Jim Priest, Executive Director of F.A.T.E.

V. Adjourn Shannon Warren, Founder, OK Ethics



- Additional *Smart Trust* books by Stephen M. R. Covey are available at a cost of \$30 each. Cash or checks only.
- b. Pick up and sign CPE certificates before exiting.



Metro Tech's Women of Worth (WOW). Nominated by the school faculty, this group is comprised of female students who demonstrate leadership potential. The purpose of the group is to develop leadership skills that students will apply to improve their communities, school, and lives. Students will enhance their communication skills, strengthen their self-esteem, become better decision-makers, and develop responsibility.

VOLUNTEER RECOGNITION:

OK Ethics relies primarily on volunteers to achieve the organization's successful pursuit of Oklahoma's values of integrity at work. It takes leadership and teamwork to host these exciting events!

Registration Team: These dependable individuals show up every month to diligently record our guests' attendance and handle the collection of fees:

- Mark Neumeister, Chairperson; D. R. Payne & Associates
- **Joe Walker,** Chairperson (Prepaid members); Wilbanks Security

Team Members:

- Mary Vaughn, CPA
- Brandon Weldon, SandRidge Energy

<u>Ambassador Team:</u> These friendly people welcome our guests each month and assist in helping them locate seats. They also arrive early to help distribute agendas and assist with name tags.

Team Leader: Linda Streun, Ideal Homes of Norman: Chairperson

Team Members:

- John Burnett Character First
- Jamie Gorman- Hyde and Company
- Wayne Hart Legal Shield
- Jenny Hatton Boeing
- Valorie Hodges Valir Health
- Brent Martens Accounting Principals
- Tammy McKeever Enterprise Holdings
- Larry Musslewhite Retired
- Jacob Pasby Grant Thornton
- o Bobby Redinger Cole & Reed

- Ben Robinson –
 SentryOne LLC
- Connie Root –Walker Cos.
- o **Bill Turner –**Valir Health
- Daniel Yunker –
 Kimray, Inc.

<u>Agendas:</u> Metro Technology Centers, Quality Services and Media Departments

<u>Accounts Receivable Reconciliation:</u> Susan Pate, Stinnett & Associates

<u>CPE's:</u> Michael Mount, CPA, Oklahoma Accountancy Board

<u>Facilities & Logistics:</u> Jamie Potter, Eide Bailly Name tags: Sue Miller, Accel Financial Services

Member Care Coordinator: Jalisha Petties, Accounting Principals

Join our team -Contact our leadership

WRITERS NEEDED

To prepare copy for upcoming announcements on the True Oldies 99.7FM station. Contact Shannon Warren (see info below)

Membership & Recruiting: Shannon Warren, Founder, OK Ethics warrenokla@cox.net or 858-2233

Ambassadors: Linda
Streun, Director of Human
Resources,
Ideal Homes,
Iindastreun@idealhomes.com

Registration: Mark Neumeister, D. R. Payne; 272-0511; moneumeister@drpayne. com

UPCOMING OK ETHICS EVENTS: OKLAHOMA CITY CHAPTER

Summer Break - June and July.

OK Ethics will continue its regular monthly programs in August. Join us for special bonus workshops.



Presented by attorney & former judge, Bill Blew

"Resolving Everyday Conflict"

CPE's Offered - See website for details

Hobby Lobby Campus
June 7 & 8
Noon to 4:30
\$75 inclusive of meals and materials for both days

Watch for details:

Dr. Don Betz,
President
University of Central
Oklahoma

August 8, 2012



UPCOMING OK ETHICS EVENTS: TULSA CHAPTER

OSU Professor Andrew Urich, JD

May 24, 2012

"Doubting, Worrying & Wondering: The path to ethical decision-making is awareness"

Professor Urich is concerned about the trend among people who stand up in society and tell others how to behave -- they sometimes are embarrassed, disgraced or arrested. In studying the complexity of ethical decision-making, he has identified awareness as the key factor. As an ordinary person, trying to be ethical, Andrew will argue that doubting, worrying and wondering is truly the best strategy to avoid embarrassment, disgrace and arrest.

Bonus: As part of Professor Andrew Urich's research on ethical decision making, he stumbled upon the secret to happiness. You will not want to miss Professor Urich's entertaining and engaging presentation.

Puterbaugh Professor of Ethics and Legal Studies Spears School of Business, Oklahoma State University

Please share this information with co-workers; post on company bulletin board.

Programs Focused on Integrity - (Not affiliated with OK Ethics)



For nearly nine years, we have been inspired by our friendship with Character First. Leaders with this organization provided the wisdom and insight for OK Ethic's Guiding Principles. Go to

<u>www.characterfirst.com</u> to learn more about tools to help you integrate character and ethics into your organizational culture, or contact John Burnett at <u>405-815-0001</u>

Professional Development Seminar June 12, 2012 Oklahoma City

Character Council of Central Oklahoma ...cultivating good character

The Character Council of Central Oklahoma is an organization that educates, equips and empowers others to create a culture of good character within Central Oklahoma. Their vision is that Central Oklahoma will become a model community of good character. Upcoming programs include:



May 22: James Lankford – Representative, United States Congress

Cost is \$15 per person; Reservations made via luncheon@characterok.org

INTERESTED IN RECEIVING OK ETHICS MONTHLY MEETING NOTICES?



OKC: Contact Jalisha Petties,
Member Care Coordinator
at (405) 889-0498
or via email
okethics@yahoo.com

<u>Tulsa:</u> For more information about Tulsa activities, contact Michael Oonk,

President – Tulsa Chapter
(918) 481-3822

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General Program Disclaimer:

Members of the Oklahoma Business Ethics Consortium frequently share information concerning various issues and developments that may have legal implications. The discussions, commentary, and handouts at Consortium meetings or presentations to other organizations are for general informational purposes only. They cover only some aspects of the subject topic, and do not constitute a complete legal analysis of the topic or how it might apply to any particular set of facts. Before taking any action based on information presented during a Consortium event, participants are encouraged to consult a qualified attorney. The observations and comments of presenters at Consortium meetings and networking are the views and opinions of the presenter and do not constitute the opinion or policies of the Consortium or any of its members. Presenters are respectfully requested to avoid profanity, preaching, politics, putdowns and self-promotion during their lectures

REMINDER: PLEASE PICK UP CPE'S AT CONCLUSION OF EVENT.



Jim Priest is a husband, dad, attorney and ordained minister in the Church of the Nazarene. He has practiced law in Oklahoma for over thirty years and has been consistently recognized as one of the best lawyers in the nation. In February 2011, Jim became the Executive Director of the non profit organization FATE (Fighting Addiction Through Education) www.fate.org.

"An Ethical Approach to Substance Abuse"

Summary: Professor Steven Mintz, founder of the website, Workplace Ethics Advice, writes: "I teach my students about business ethics and social responsibility. Businesses have a responsibility to provide for a safe workplace and to deal quickly and effectively with behaviors that potentially harm an employee, fellow employees, and those in the community. Providing for an alcohol and substance abuse-free workplace requires a commitment to ethical behavior."

An ethical approach to substance abuse in the workplace requires more than a drug testing program and firing employees who flunk. So how do you do it? How do coworkers deal with fellow employees who use-- without feeling like a "snitch"? This presentation will provide you with "the ol' how-to" and will raise your consciousness, lower your fears, and cement your resolve to take the initiative in dealing ethically and effectively with substance abuse.

An Ethical Approach to Substance Abuse

Intro:

An ethical approach to substance abuse in the workplace requires more than a "zero tolerance" approach and drug testing procedure. It requires a thoughtful awareness, a thoughtful attitude and thoughtful action.



Thoughtful awareness:

The thoughtful awareness includes an "eyes wide open" evaluation of the scope of the problem in concentric circles: first with yourself, then with your workplace, then with a macro problem facing the state of Oklahoma. For example, Oklahoma employers spend \$600 million in health care costs alone each year on substance abuse related issues and most alcoholics and addicts are employed in either a full time or part time capacity. Someone (and probably more than one "someone") in your workplace abuses or is addicted to alcohol or other drugs. To be ethical is to be aware of the scope and subtleties of the problem you are trying to solve.

Thoughtful attitude:

Once you have developed an ethical awareness of the problem, you must develop a thoughtful attitude or mindset about addiction. This is the baseline foundation for appropriate, ethical action. Many people have had an attitude of "addicts are bad people doing bad things". We are long past the time where employers can survive by simply taking a "zero tolerance" approach and terminating employees who test positive. While employers should never tolerate alcohol or other drugs in the workplace, nor permit employees to be under the influence, that is now the mere minimum. If part of our ethical value system (both personally and corporately) is to value employees, then they must be valued in a 360 way—not just valued for what they add to the bottom line.

Thoughtful action:

Once you are aware and have developed the appropriate attitude, you must take thoughtful, ethical action. In your personal life, you must critically evaluate your own relationship with alcohol and other drugs, particularly where it intersects with your workplace. Second, you must evaluate what can and should be done in your workplace both in the realm of relationships (people who you know use or abuse in a way that impacts work) and in the realm of corporate governance (drug testing policies, programs, EAPs). Third, you must evaluate what action your company or organization can take to address a problem having a 7.2 billion dollar negative impact on Oklahoma's economy. This type of action is part of an individual's and a corporation's ethical obligation to the community.

Conclusion:

Substance abuse in the workplace is NOT someone else's problem. It impacts all of us and requires a thoughtful attitude, approach and action.

Additional Materials:

Substance Abuse And Addiction Among Most Serious Workplace Issues

A national survey of human resources professionals conducted by the nonprofit Hazelden Foundation shows that while substance abuse and addiction are recognized as among the most serious problems faced in the workplace, employer policies and practices are not fully addressing the problem. The survey also found that although most companies offer employee assistance programs, many do not openly and proactively deal with employee substance abuse issues, do not refer employees to treatment programs and face barriers that prevent them from helping employees seek and receive addiction treatment.

The survey of more than 1,000 senior human resource professionals provides an in-depth look at HR professionals' knowledge of substance abuse and addiction in the workplace and the roles they play in helping both employers and employees identify and address this serious public health issue.

"Addiction is this country's number one public health problem," said Jill Wiedemann-West, Senior Vice President of Clinical and Recovery Services at the Hazelden Foundation. "We know that treating drug and alcohol addiction results in more people finding their path to recovery, it results in more resilient families, more productive work places and healthier and safer communities."

Acknowledging the problem, but what to do about it?

According to the survey, more than two-thirds (67 percent) of HR professionals today believe that substance abuse and addiction is one of the most serious issues they face in their company. Absenteeism, reduced productivity and a lack of trust are major problems stemming from substance abuse that affect the efficiency and success of companies across the country. Despite the serious nature of the issue and the wide adoption of policies and programs, many HR professionals are not referring employees to treatment programs. Less than one-quarter (22 percent) of HR professionals say their companies openly and proactively deal with employee substance abuse and addiction issues.

"Hazelden is committed to seeking out ways to help companies across the country address the serious issue of substance abuse and addiction in the workplace," said Wiedemann-West. "We believe that by sharing these survey results we can reinforce the importance and urgency of treatment which will provide the best opportunity for lifelong recovery for those in need."

Importance of Education

The survey showed that a series of key barriers and personal limitations prevent HR professionals from helping employees seek and receive addiction treatment.

- More than half (54 percent) of HR professionals surveyed believe that getting employees to acknowledge or talk about the issue is their toughest challenge.
- Nearly half (49 percent) of HR professionals cited at least one of four personal hurdles to helping their employees with substance abuse and addiction issues: lack of experience in identifying substance abuse and addiction (20 percent); lack of information regarding treatment options (16 percent); personal discomfort in approaching employees about the issue (13 percent); and not having enough time to deal with substance abuse and addiction issues (13 percent).
- In an effort to help deal with those barriers, HR professionals want help addressing substance abuse and addiction in the workplace.
 - Eighty-five percent of HR professionals believe that offering education programs to build understanding of addressing addiction in the workplace would be an effective component of a solution to this problem.
 - HR professionals said they would benefit most from information on how to identify substance abuse and addiction in the workplace (32 percent); discuss the issues with their employees (25 percent); and choose the most effective treatment options for their employees (19 percent).

Challenging the Business

According to HR professionals surveyed, employee substance abuse and addiction can have a negative effect on business.

- HR professionals reported that the most significant problems their companies experience due to employee substance abuse and addiction were absenteeism (62 percent); reduced productivity (49 percent); lack of trustworthiness (39 percent); negative impact on the company's external reputation (32 percent); missed deadlines (31 percent); increased health care costs (29 percent); and unpredictable, defensive interpersonal relations (29 percent).
- Effective treatment programs for employee substance abuse and addiction are invaluable to a business' long-term success.
- An overwhelming majority of HR professionals (92 percent) agree that an effective treatment program increases employee productivity
- Two-thirds (67 percent) of HR professionals believe that access to an effective treatment program reduces overall health care costs for employers.

Trouble with Testing

The national survey showed traditional systems for recognizing substance abuse and addiction may not work as well as HR professionals believe.

Eighty-five percent of HR professionals report that they believe drug testing is an effective way to diagnose workplace substance abuse and addiction. However, research from the National Institute on Drug Abuse and Addiction shows that 69 percent of substance abusers or addicts in 2005 used alcohol, which can go undetected through drug testing alone.

Stigma of Addiction

Addiction issues may make new hires less attractive but do not deter commitment to current employees, according to the survey.

- HR professionals are divided on whether or not their company would be less interested in hiring a
 recovering addict. Forty-three percent agree that their company would be less likely to hire a
 recovering addict, and 47 percent disagree.
- According to the survey, HR professionals see a growing issue for women with regard to substance abuse and addiction.
- More than half (56 percent) of HR professionals surveyed say they believe addiction among women has increased over the last five years.
- HR professionals believe the major barriers preventing women from getting treatment are fear of losing custody of their children (75 percent); reluctance to admit their addiction (69 percent); and fear that their employers (62 percent) and their families (58 percent) will find out.

Regional Results

In addition to the national survey, data was collected from HR professionals in six regions across the United States: statewide in California, Florida and Minnesota; and in the Chicago, New York City and Portland metro areas. These regional results showed:

More HR professionals in California (30 percent) than nationwide (22 percent) and in Florida (34 percent) than nationwide (22 percent) say their companies openly and proactively deals with employee substance abuse issues.

- More HR professionals in Minnesota (78 percent) than nationwide (67 percent) and in the Portland Metro (76 percent) than nationwide (67 percent), believe that an effective substance abuse and addiction program can reduce overall health care costs for employers.
- HR professionals in the Chicago Metro survey are more likely than those nationwide to agree that
 providing employees access to effective substance abuse treatment services can reduce overall
 health care costs for employers (77 percent vs. 66 percent).
- HR professionals in the New York Metro region are less likely than those nationwide to have a
 drug testing program in place (52 percent vs. 76 percent) and to believe that drug testing is an
 effective way to diagnose workplace addictions (74 percent vs. 85 percent).
- For more information on substance abuse in the workplace, to view the full Hazelden HR survey results or to learn more about Hazelden's resources for employers and employees, visit http://www.hazelden.org.

About the Survey

The Hazelden Foundation commissioned KRC Research to conduct telephone interviews with 306 senior human resources professionals nationwide, 150 interviews in Minnesota statewide, 150 interviews in the New York metro area, 150 interviews in the Chicago metro area, 150 interviews in Florida statewide, 150 interviews in the Portland metro area and 300 interviews in California statewide -- with an even split between Northern and Southern California. The survey took place between September 25 and October 12, 2006. The margin of error for the nationwide data is +/- 5.6 percent and +/- 8.0 percent for regional data.

About the Hazelden Foundation

Hazelden, a national nonprofit organization founded in 1949, helps people reclaim their lives from the disease of addiction. Built on decades of knowledge and experience, Hazelden's comprehensive approach to addiction addresses the full range of patient, family, and professional needs, including treatment and continuing care for youth and adults, research, higher learning, public education and advocacy, and publishing.

Hazelden Foundation http://www.hazelden.org

What is a "Drug Free Workplace?"

It is an employment setting where all employees adhere to a program of policies and activities designed to provide a safe workplace, discourage alcohol and drug abuse and encourage treatment, recovery and the return to work of those employees with such abuse problems. The intent of the program is to educate adults on the problems relating to substance abuse. The one place where there can be mandated adult education is the workplace. This empowers the individual and the family, resulting in stronger communities.

Why Should An Employer Establish a Comprehensive Drug Free Workplace Program?

Current research indicates that nearly 77% of illegal drug users are employed in full and part-time jobs. Consequently, when the effects of alcohol abuse are added, the result is a large impaired portion of the national workforce. For the typical employer, that means unhealthy employees, unsafe working conditions, loss of productivity, smaller profits, more accidents, higher medical claims expenses, and a host of other negative effects for the employer and the employees.

Small and medium-sized firms employ 80% of the U.S. workforce where drug testing policies & programs are not in place. Absenteeism, increased healthcare costs and decreased productivity due to alcohol and other substance abuse costs your company \$1,000 per employee per year!

You can minimize the chance of having to deal with a serious job performance problem in the workplace, and in the process support a better quality of life for your employees, by implementing a drug free workplace

program in your company. It will reinforce the message to your employees and customers that a positive work environment is a high priority. The Council can provide you and your company with information and support to ensure your certification as a drug free workplace.

All aspects of society are harmed by illicit drug use; however, the American workplace is especially impacted. Business owners lose an estimated \$160 billion per year because of drug use. Business owners can expect to pay thousands of dollars more per year to employ a worker who uses illicit drugs than to employ a worker who is drug free.

What Are the Components of a Comprehensive Drug Free Work Place Program?

The "Drug Free Workplace" is a more recent term and concept introduced by the Federal government's policy for its employees in 1986 and promulgated in the private sector by the President's Drug Advisory Council. A comprehensive approach to having a drug free workplace would include:

- A written policy
- Access to assistance
- Employee education
- Supervisor training
- Drug testing

Supported by public opinion, legislation and regulation of safety-sensitive industries in the late 1980s and early 1990s, the drug free workplace concept was adopted and promoted by national, state and local organizations of employers and business executives. Some unions adopted it as well and undertook drug testing of their members and provided "drug free worker" identification. Written policies assure that all employees have the same understanding of their rights and responsibilities under the program, and that employers administer the program uniformly among all employees.

The Council on Alcohol and Drugs helps companies meet the above requirements after organizations become a drug free workplace and provides the policy, rules and guidelines with support, so that companies can be educated and encouraged to become drug free workplaces. The Council provides the resources necessary to become, and remain, a drug free workplace.

Why Should I Implement A Drug Free Workplace?

Family Members' Substance Abuse Affects Workers!!

Slightly more than one-fourth (26%) of employed adults report that there has been substance abuse or addiction within their family and 42% of these workers report that they have been distracted or less productive at work because of it, according to a recent national telephone survey.

Having their mind drift away from work tasks to thoughts of the problem was the most frequently reported work-related problem (89%), followed by missing a deadline or work/attendance suffering (57%) and errors in judgment (46%).

The workers surveyed suggested several ways in which employers could help, such as implementing a drug free workplace program, offering counseling for family members of addicted individuals (73%), providing better health insurance coverage (67%) and providing a more flexible work schedule or time off work (65%).

http://www.livedrugfree.org/Drug-Free-Workplace-FAQ.72.0.html

Employee Drug Testing

It has only been within the past 20 years that drug use has been defined as a social problem by science professionals and, more importantly, employers. According to Kenneth D. Tunnell, from 1981 to 2000 the public expenditure to combat drug use in the United States rose from \$1.5 billion to \$19.2 billion (1). That is an overall increase of 1200%. Needless to say, addressing drug use in American society is a great financial priority.

The highest priority of most young adults graduating from college is to find a job and become financially independent. However, with greater competition for a limited number of positions and a many pre- employment tests to pass, young people are finding it harder and harder to secure a desirable first job. One employee test consistently administered today is drug testing. Within the chapter overview, this question was posed: Should young adults entering the workforce, who have recently "experimented" with drugs, be worried? The simple answer is yes. "Pre-employment screening currently is the most commonly used type of drug testing. 78% of companies require jobapplicant drug testing" (Tunnell 2004).

Lockheed Martin, one of Colorado's largest employers, is just one of the companies that comprise the 78% figure. In a small survey conducted for this chapter, 58% of the respondents strongly agreed that employee drug testing increases company performance. On the other hand, 16% strongly disagreed. Interestingly, within this study, 100% of the Lockheed Martin employees surveyed strongly agreed that drug testing increases company performance. This probably has to do with the fact that all prospective Lockheed Martin employees are required to take a preemployment drug test.

Another finding worth noting is the fact that the average score (on a 7 point scale with 7 being "strongly disagree") for the question, "I am concerned about workplace privacy" was a 5 for the Lockheed Martin employees, indicating that they are not concerned with privacy issues.

Lockheed Martin is an aerospace engineering juggernaut. It has offices all around the globe. Could it be possible that large companies are going to require drug testing on a more consistent basis than small companies? For a young person attempting to obtain a job, this could be a very important question in the employment search.

Viewing business from a sociological standpoint would reveal that larger businesses are more likely to drug test than small businesses. "Drug testing is far likelier within large, heterogeneous organizations characterized by distant social relations" (Tunnell on Black 2004, p. 103). On the other hand, people working in small organizations are able to interact with more levels of the organization and, at the same time, build a positive reputation and higher level of trust amongst their peers. Often, the only time an employee will be drug tested, in a small firm, is if a pattern of misconduct arises. On a basic level, "drug testing, as surveillance, is a relatively easy solution for employers who have few methods available for distinguishing reputable from disreputable individuals" (Tunnell 2004). The question of reputability is one a large company has a very limited history with concerning any new applicant. Thus, tools like drug testing might be the best option for a large firm to avoid making hiring mistakes.

Drug testing is an employment instrument that is not going to disappear in the near future. America's society has defined drug use as a problem and continually supports increases in the financial funds available to fight "the war on drugs."

Drug testing in the workplace: ethical issues

There are many potential areas for conflict when drug testing in the workplace.

Drug testing in the workplace may take place at different levels, eg pre-employment screening, following an accident or incident, or at random. Testing may also take place for clinical reasons. It is important that a clear distinction is made between tests that are part of a company programme and those carried out for purely clinical purposes.1

Drug testers must be trained to the highest standards of scientific and ethical examination. The Faculty of Occupational Medicine has considered this matter and has issued guidelines for the benefits of those organisations considering implementing drug tests in the workplace. Information on the publication *Guidance on ethics for occupational physicians: A report of the Faculty of Occupational Medicine* can be found at www.facoccmed.ac.uk

The full and informed consent of the employee to the process must be obtained and the employee should have an unfettered right of access to all the relevant records and to the urine sample he/she has provided in the event that he/she wishes to challenge the opinion expressed by the physician. If the process is not part of medical practice, then employees should have the same rights as they would have if required to provide intimate body samples in the course of a criminal investigation, given the potentially serious consequences of an erroneous positive finding for their livelihood.2

Testing positive for a drug does not necessarily indicate whether someone is actually under the influence of a drug at the time of testing, or how much of the drug the person has taken. Traces of some drugs, such as cannabis, can stay in the body for weeks. The test will indicate that someone has traces of a drug in their system, but there is no drug test that can show that performance was impaired at the time the test was carried out.

For these reasons, drug testing should not be introduced without proper consultation and without being part of a comprehensive drug and alcohol policy. A policy has to be appropriate and applicable to the setting for which it is devised.

http://www.drugsprevention.net/content/drug-testing