



New York State Bar Association

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SIGNS AND SYMPTOMS OF ALCOHOL AND SUBSTANCE ABUSE

Do any of the lawyers you know or work with have the following?
Go through the list below and place an **X** next to each applicable symptom.

ABSENTEEISM

- _____ Frequent Monday or Friday absences
- _____ Multiple unauthorized absences
- _____ Excessive tardiness
- _____ Improbable excuses for absence
- _____ Leaving work early
- _____ Frequent trips to restroom

ACCIDENT RATE (and additional claims)

- _____ Accidents on the job
- _____ Accidents away from the workplace

CONFUSION AND DIFFICULTY CONCENTRATING

- _____ Difficulty remembering details or directions
- _____ Jobs take more time
- _____ Increasing difficulty with complex assignments
- _____ General difficulty with recall

LOWERED EFFICIENCY

- _____ Mistakes of poor judgment

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LOWERED EFFICIENCY (continued)

- _____ Blaming or making excuses for poor performance
- _____ Deterioration of ability to make sound decisions
- _____ Spasmodic work patterns

POOR RELATIONSHIP WITH FELLOW EMPLOYEES

- _____ Avoidance of others
- _____ Hostile Attitude
- _____ Overreacts to criticism
- _____ Unpredictable rapid mood swings
- _____ Borrows money from co-workers
- _____ Repeatedly involved in grievances

PERSONAL CONDUCT

- _____ Deterioration of personal appearance
- _____ Comes to or returns to work in an abnormal condition

FAMILY DYSFUNCTION

- _____ Avoidance of family members
- _____ Distrust
- _____ Family arguments that may lead to violence
- _____ Financial problems
- _____ Broken promises
- _____ Unpredictable behavior

PHYSICAL SIGNS

- _____ Slurred speech
- _____ Stench of alcohol on breath
- _____ Staggered walk
- _____ Severe perspiration