Chapter 14

Activity 14-2 Improving Your Reading Skills

**Directions:** Read the passage below and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

SUBSTANCE ABUSE POLICY

The XYZ Company is committed to programs that promote the health and safety of our employees in the workplace and protect our business from unnecessary loss. Consistent with the spirit and intent of this commitment, the Company promotes a drug-free environment and has adopted this substance abuse policy regarding the sale, use, possession, or distribution by its employees of alcohol or chemical substances that may induce dependence or addiction. As a condition of your employment, you are required to abide by this policy. It is a serious violation of Company policy for any employee of the Company in any location or on Company business anywhere:

• to possess, use, sell, offer to sell, or distribute alcoholic beverages, except in cases of company-sponsored functions where the Company can control and monitor the use of alcohol;

• to possess, use, sell, offer to sell, or distribute any illegal drugs or any drugs that have been legally obtained but are used for anything other than their legally intended purpose;

• to be under the influence of alcohol to the point where it impedes your ability to work, drive, interact respectfully with others, or otherwise exhibit satisfactory work performance, motor skills, or speech;

• to be under the influence of illegal drugs;

• to misuse or abuse any drug or other substance, whether legal or illegal.

It is the employee’s responsibility to seek diagnosis and treatment for alcohol or drug use before it becomes a disciplinary matter. This substance abuse policy applies to all applicants and employees of the Company. Illegal drug usage and/or chemical dependency and alcohol usage or dependency will not be tolerated.

Reading Questions

1. Who is the writer?

<<Place Answer Here>>

2. What is the writer’s purpose?

<<Place Answer Here>>

3. Does the writer expect something from the reader? If so, what is it?

<<Place Answer Here>>

4. Is the writer trying to persuade the reader to do something? If so, what is it?

<<Place Answer Here>>

5. Does the writer have a bias regarding the subject? If so, how might that have influenced what was written?

<<Place Answer Here>>