



THESE are the faces of YOUR business.

How well do YOU know them?

Drugs in the workplace

- The Department of Labor estimates that 75 percent of all illicit drug users are employed.
- Sixty percent of all employed drug users work for small companies.
- Substance abusers are 33 percent less productive and cost their employers \$7,000 annually, according to the Small Business Administration.
- Eighty percent of drug abusers steal from their workplaces to support their drug use.
- Substance abuse is the third leading cause of workplace violence.

Employee screening

- Up to 30 percent of applications contain false material/information.
- Forty-five percent of potential employees have a criminal record, bad driving record, workers compensation claim, or a bad credit history.
- Thirty percent of all business failures are caused by employee theft.
- More than two million crimes occur in the workplace annually.

Turnover

- The cost of replacing an employee has been estimated to be 25 percent of the employee's total compensation, including benefits costs.

Legal issues

- American workers filed nearly 100,000 employment discrimination complaints against their employers in 2010—the highest number on record.
- The Equal Employment Opportunity Commission recovered \$319 million in monetary benefits resulting from employment-related discrimination and harassment complaints.

Consistent, effective, and well-documented hiring practices are the best way to protect yourself and your livelihood from potentially expensive hiring mistakes.

The statistics contained herein are current as of the date of publication and were obtained from the following sources: Gately, R.F., *Cost of Employee Turnover*; <http://www.ndwa.org/Editor/assets/statistics.pdf>; Bureau of Labor Statistics; U.S. Department of Labor; U.S. Chamber of Commerce; Drug Strategies, *Investing in the Workplace: How Business and Labor Address Substance Abuse*; <http://www.americandatabank.com/statistics.htm>; <http://www.eeoc.gov/eeoc/statistics/enforcement/all.cfm>.

The information in this publication is intended to highlight current issues and provide general information. It should not be considered as legal advice or opinion regarding any specific facts or circumstances. Qualified legal and financial counsel should be sought regarding questions specific to your circumstances.

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