

WORK LINK STAFFING DRUG-FREE WORKPLACE POLICY

1.0 POLICY PURPOSE.

1.1 Work Link Staffing (hereinafter referred to as the “Company”) values its employees, its reputation and is concerned with accident prevention and loss control. It recognizes that employee substance abuse negatively impacts employee health and jeopardizes the Company’s resources. Additionally, substance abuse undermines the Company’s ability to operate effectively and efficiently. As part of its commitment to protect the safety, health and well-being of its employees, to protect the Company’s assets, to satisfy insurer risk management recommendations, and to deter the illegal use of drugs, and the misuse of alcohol, controlled substances, inhalants, and/or other substances used as alternatives to illicit drugs, the Company has established a Drug-Free Workplace Policy (referred to as “the Policy”).

2.0 SCOPE AND APPLICABILITY.

2.1 Employees. Compliance with this Policy is a continuous condition of employment and it shall apply to all full-time, part-time and temporary employees of the Company (hereinafter all are referred to as “Employees”). Temporary Employees are required to comply with Sections 2, 3 and 4 of this Policy. If a temporary Employee violates this Policy, he/she shall be advised that his/her assignment has ended with the Company.

2.2 Contract Disclaimer. This Policy does not create an express or implied employment contract or alter any existing agreements or collective bargaining agreements, if any. This Policy does not affect or alter an Employee’s status as an “employee-at-will.”

2.3 When Applicable. The Company’s Policy is intended to apply whenever an Employee is on-duty and, in some instances, while off-duty. For purposes of this Policy, the term “on-duty” shall include the following Employee conduct:

- (a). while on work premises (whether on or off-duty);
- (b). during all working hours (regardless of location);
- (c). during lunch and other breaks (whether paid or unpaid);
- (d). while operating a motor vehicle for business purposes;
- (e). while operating a Company-owned vehicle at any time;
- (f). while attending Company-sponsored events; or
- (g). while conducting business on behalf of or representing the Company.

2.4 Policy Modification. This Policy supersedes any other Company policy or practice on the subject of Employee drug, controlled substance, inhalant, other substance used as alternatives to illicit drugs, and/or alcohol use, abuse, and testing. At any time, the Company, with or without notice, may amend, supplement, modify or change any part of this Policy. This Policy shall automatically incorporate any changes to satisfy federal or state laws without notice to Employees. Any failure to implement the Policy or any part thereof, any variation, addition,

or omission to the procedures set forth in the Policy shall not confer any contractual or other rights or claims in favor of the Employee not otherwise conferred by law.

2.5 Designated Employer Representative. The Owner/Manager shall be the Designated Employer Representative (DER). Questions regarding this Policy should be directed to the DER who is coordinating the drug-free workplace program for the Company. The Staff Interviewer shall be the secondary point of contact, in the event that the primary DER is unavailable. This Policy shall be effective May 15, 2014.

3.0 EMPLOYEE RESPONSIBILITIES AND DUTIES.

3.1 Employee Duties. This Policy imposes the following Employee duties for when failure to comply is a Policy violation separate from Section 4:

- (a). Report to work at all times in a fit-for-duty capacity which includes free of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, which pose a direct threat to workplace safety.
- (b). Review and understand the Policy, the negative effects of the use and/or misuse of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, the Company's Policy on testing, and voluntarily seek help with such problems prior to problems arising at work.
- (c). An Employee who is convicted of a drug law violation must notify the Company's DER no later than five (5) calendar days after the conviction or the plea of *nolo contendere*.
- (d). Whenever an Employee is legally prescribed drugs or directed to take over-the-counter medication, the Employee shall ask his/her prescribing physician whether the medication, if taken as directed, is likely to pose a direct threat to workplace safety and if so, obtain a note from the prescribing physician indicating the same and provide it to the Company.
- (e). An Employee shall notify his/her supervisor of prescription or over-the-counter medication use that may pose a direct threat to workplace safety or significantly impair the Employee's fitness-for-duty prior to beginning work. When required to notify, an Employee is not required or asked to report his/her medical condition or the drugs used; the Employee should merely report that he/she is using medication that may pose a direct threat to workplace safety. The Employee shall provide a copy of the physician's job instructions to the Company prior to performing job duties.

- (f). If an Employee is legally using a prescription or over-the-counter drug that poses a direct threat to workplace safety, then the Company shall determine whether the Employee may continue to work during the course of treatment. The Company may seek a second opinion from a medical professional of its choice and may require the Employee to undergo an examination by the Company's chosen medical professional. The Company may rely on the second opinion rather than that of the Employee's prescribing physician.
- (g). Participate in and support Company-sponsored drug, alcohol, controlled substance, inhalant, or other substances used as alternatives to illicit drug education programs if instituted.
- (h). Cooperate in any investigation and support the Company's efforts to eliminate drug, alcohol, controlled substance, inhalant, other substances used as alternatives to illicit drug abuse among Employees where it exists.
- (i). All Employee medications must be kept in their original containers while on-duty.

4.0 EMPLOYEE PROHIBITED CONDUCT.

4.1 Illegal Drugs. It is a violation of Company Policy for an Employee to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances in contravention of federal or state law (or to attempt any of the foregoing acts).

4.2 Prescription Drugs. Prescription medication usage on-duty is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided, however, that the prescribed drug would not pose a threat to workplace safety or render the Employee unfit-for-duty. Abuse of prescription drugs is strictly prohibited including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual.

4.3 Over-the-Counter Drugs. Over-the-counter medication usage is not prohibited when taken in the standard dosage, provided, however, if taken as directed it does not render an Employee unfit to perform job duties or otherwise negatively impact workplace safety. The Company prohibits Employees while on-duty from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e. misuse of over-the-counter drugs).

4.4 Alcohol. The Company prohibits Employees from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while on-duty. The Company reserves the right to take adverse

employment action if an Employee's driver's license suspension (which occurs because of off-duty behavior) will negatively impact the Employee's ability to fulfill his/her job duties.

For purpose of this Policy, the term alcohol includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols and includes any medication or food containing alcohol. Furthermore, the Company prohibits its Employees from the alcohol-related conduct while on-duty listed below.

- (a). Possessing opened containers of alcohol;
- (b). Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- (c). Operating a motor vehicle for business purposes;
- (d). Using or consuming alcohol within four (4) hours before reporting for duty; or
- (e). Consuming alcohol within eight (8) hours following an accident or before a post-accident alcohol test is performed (whichever comes first) if the accident would require a post-accident test as specified in this Policy.

Employees whose job duties require serving, distributing, handling, or selecting of alcohol shall not be considered in violation of this Policy.

4.5 Inhalants and Legal Substances. Employees are prohibited from appearing for work while under the influence of, or using while at work, any inhalant. An "inhalant" is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The Company also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Employees are prohibited from appearing for work while under the influence or, or using while at work, any such legal substance for these purposes.

The Company shall use reasonable suspicion to determine a Policy violation involving an Employee's use of inhalants or other substances used as alternatives to illicit substances. Reasonable suspicion may be based on, but is not limited to, any of the following circumstances:

- (a). Observable behavior, such as direct observation of such use, possession or distribution of inhalants or other substances used as alternatives to illicit

drugs, or the physical symptoms of being under the influence of inhalants or other such items such as, but not limited to, bad breath, substance odor on breath or clothes, runny nose, watery eyes, drowsiness or unconsciousness, poor muscle activity, mood swings, irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, and dilated pupils. Observation may include indications of the chronic and withdrawal effects of the use of inhalants or other legal substances;

- (b). A pattern of abnormal conduct, violent or erratic behavior or deteriorating work performance which appears to be related to the use of inhalants or other legal substances;
- (c). The identification of an Employee as the focus of a criminal investigation into the illegal use of inhalants or other legal substances;
- (d). The admission by the Employee that he/she is involved in the illegal use of inhalants or other legal substances;
- (e). Repeated violations of the Company's safety or work rules that pose a substantial risk of physical injury or property damage and that appear to be related to inhalant or other legal substance misuse that may violate the Company's Policy; or
- (f). A report of inhalant or other legal substance misuse provided by reliable and credible sources and which has been independently corroborated.

4.6 Drug Paraphernalia. Employees are prohibited from bringing paraphernalia related to the illegal use of drugs onto Company property at any time.

5.0 EMPLOYEE DRUG AND ALCOHOL TESTING

5.1 Testing a Condition of Employment. The Company may require its Employees to be tested for illegal use of drugs and/or alcohol in the circumstances listed below. In order to carry out such testing, an Employee may be asked to submit a saliva, urine, blood or breath sample for testing. Employee acceptance of testing when requested is a mandatory condition of employment.

- (a). **Pre-Employment.** The Company shall require a pre-employment (post offer) drug test to be administered to any applicant who has received a conditional offer of employment. Any applicant who is given a conditional offer of employment must receive a verified negative drug test result prior to performing job duties. Additionally, any applicant who tests positive, refuses to submit to a pre-employment drug test, or attempts

to tamper with a test or the testing procedures shall be treated as withdrawing his/her application and this Company shall revoke its offer of employment.

- (b). **Reasonable Suspicion.** The Company shall require an Employee to submit to reasonable suspicion drug and/or alcohol testing when, in the sole judgment of management and based on information known at the time the decision to test is made, the Employee is unfit for duty or there is a reasonable suspicion to believe that an Employee is using drugs or alcohol in violation of the Company's Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:
- (i). Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use of drugs;
 - (ii). A pattern of abnormal conduct, violent or erratic behavior or deteriorating work performance which appears to be related to substance abuse or misuse;
 - (iii). The identification of an Employee as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;
 - (iv). The admission by the Employee that he/she is involved in the illegal use of drugs or misuse of alcohol;
 - (v). Repeated violations of the Company's safety or work rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the Company's Policy;
 - (vi). A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
 - (vii). Evidence that an individual has tampered with a drug or alcohol test; or
 - (viii). An Employee's failure to report a job-related accident during the shift in which it occurred.

- (c). **Post-Accident.** The Company shall require an Employee involved in a job-related accident or incident to submit to drug and/or alcohol testing following the accident. The Company may also test any individual whose performance created a “near miss or unsafe condition” or was a contributing factor to a job-related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an accident or to prohibit an Employee from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this policy, Employees are required to report the occurrence of job-related accidents during the shift in which it occurred and thereafter submit to a post-accident test as directed. The failure to timely report and submit to a post-accident test will constitute a refusal to test, subjecting the Employee to discipline up to and including termination. It will also constitute reasonable suspicion to test the Employee once the Employer receives notice of said accident, regardless.

For purposes of this Policy, a job-related accident is defined as an unplanned, unexpected or unintended event that occurs during the conduct of the Company’s business, on the Company’s property or involves the Company-supplied motor vehicles or motor vehicles used in conducting the Company’s business and results in any of the following:

- (i). a serious violation of a safety rule or standard;
- (ii). a fatality of anyone involved in the accident;
- (iii). a serious bodily injury requiring medical treatment or if the injury sustained is a reportable injury to OSHA or workers’ compensation purposes; or
- (iv). other serious property, vehicular or equipment damage occurs.

- (d). **Random.** The Company shall conduct unannounced random drug testing of Employees at an annual percentage rate set by the Company. The selection of random Employees shall be made by a scientifically valid method, such as random number table or a computer-based random number generator that is matched with the Employee’s Social Security number, payroll identification number, or other comparable identifying number. Under the selection process used, each Employee may have an equal chance of being tested each time selections are made. Each Employee who is notified of selection for random testing shall proceed to the test site immediately.

- (e). **Return-to-Duty.** The Company shall require an Employee who has violated this Policy and desires to return to work or who has been on leave of absence for more than six (6) months, to test negative on a return-to-duty drug test before returning to work. Additionally, the Company may require a return-to-duty alcohol test if the prohibited conduct involved alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph, in no way obligates the Company to make an offer to return-to-work to an Employee.
- (f). **Follow-up.** Following a determination that an Employee is in need of assistance in resolving problems associated with alcohol misuse and/or the illegal use of drugs, the Employee may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The number and frequency of such follow-up testing shall be as directed by the treatment professional. The Employee may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular Employee. Follow-up testing shall not exceed sixty (60) months from the date of the Employee's return-to-duty. Inclusion of this paragraph in no way obligates the Company to reinstate the Employee or conduct follow-up testing.
- (g). **Baseline.** At the inception of the Drug-Free Workplace Policy, and from time to time thereafter as the Company deems necessary, Employees shall be subject to baseline testing. Baseline testing will require that all Employees submit to a drug test at a designated time and location. Company operations may or may not be shut down during the baseline testing at the discretion of the Company; in the absence of official notification that operations will cease during this time, Employees will otherwise be expected to continue their normal job duties while awaiting their baseline test results.

5.2 Testing Procedures for Drugs. Preliminary testing for illegal use of drugs normally will be conducted through urine specimens collected on Company property. If the preliminary testing indicates the presence of illegal drugs, formal testing will be conducted through urine specimens collected at a collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana, amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

5.3 Testing Procedures for Alcohol. The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered negative. If the screening test results show an alcohol concentration level of 0.02 or greater, a confirmation test will be conducted. The confirmation

test shall be performed by using breath specimen conducted on an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation's Drug and Alcohol Misuse Prevention Program. If the confirmation test reads positive, 0.02 or greater, the test results shall be considered positive and the Employee will be subject to disciplinary action as specified in this Policy.

5.4 Screen and Confirmation Testing. All urine samples will undergo an initial test. If the specimen tests above the screening cut-off levels set by the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, then the screen test shall be considered positive. The sample shall then undergo a confirmation test. Test results indicating the illegal use of drugs at levels below the confirmation cut-off limits shall be considered negative and those above the confirmation cut-off levels shall be considered positive.

5.5 Review of Test Results by Medical Review Officer. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before the test results are reported to the Company. A MRO is a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

The MRO review of a positive test result may include conducting a medical review of the tested Employee's medical history, or review of any other relevant biomedical factors. If the MRO determines that a legitimate medical explanation exists for the test results, then the MRO will report to the Company that the test result is negative.

If after making all reasonable efforts and documenting them, the MRO is unable to reach a tested Employee directly, the MRO shall contact the DER, who will direct the tested Employee to contact MRO as soon as possible. In such circumstances, the Company will, to the maximum extent possible, ensure that the requirement on a tested Employee to contact the MRO is held in confidence. If the tested Employee does not contact the MRO within three (3) days after being instructed to do so, the MRO will report the test as being positive.

5.6 Validity Testing. Additionally, validity testing of an Employee's urine specimen may also occur. Validity tests are the evaluation of the specimen to determine if it is consistent with normal human urine and include tests for creatinine concentration, specific gravity, pH, and substances that may be used to adulterate a specimen.

5.7 Direct Observation/Monitoring. The Company reserves the right to have its collection site agent conduct a direct observation or monitoring of the urine specimen collection if the collection site personnel indicates an attempt to tamper, the specimen's temperature is out of range, the specimen appears to have been tampered with, if the laboratory reports an invalid test and the MRO states no medical reason, the result is positive, adulterated or substituted, cancelled, and for return-to-duty or follow-up testing.

5.8 Dilute Specimens. If the MRO informs the Company that a drug test was positive dilute, the Company will treat the test as a verified positive test. The Company shall not

direct the Employee to take another test based on the fact that it was dilute. For negative-dilute test results, the Company shall require an Employee to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the Company directs another test, then the result of the second test, not the original test, becomes the controlling test result.

5.9 Re-collections. When the Company directs the Employee to take another test, the Employee shall be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any Employee required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the Company to conduct a re-collection under direct observation, the Company must immediately do so. If the Company directs the Employee to take a second test and the Employee refuses, the test will be treated as a positive result.

5.10 Verification Testing. For urine drug testing, one portion of the specimen will be preserved for a very limited period of time after the Employee is told the test results. If the portion is originally analyzed (the primary sample) is positive, the Employee shall have the right to specify a laboratory certified by the U.S. Department of Health and Human Services to which the preserved portion will be sent for independent analysis. The verification test cost is the responsibility of the Employee. The verification test result shall be controlling.

5.11 Refusal to Test and Test Tampering. Any Employee who refuses to submit to testing, tampers, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

- (a). Fails to timely report a job-related accident as outlined in Section 5.1(c) above;
- (b). Fails to appear for any test within a reasonable time, to be determined by the Company, after being directed to do so by the Company;
- (c). Fails to remain at the collection site until the testing process is complete;
- (d). Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
- (e). In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
- (f). Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (g). Fails or declines to take a second test as directed;

- (h). Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- (i). Fails to cooperate with any part of the testing process; or
- (j). Is reported by the MRO as having a verified adulterated or substituted test result.

6.0 DISCIPLINE FOR POLICY VIOLATIONS.

6.1 Employee Discipline. Any Employee who is reasonably believed to have violated this Policy shall be subject to immediate termination. The Company encourages its Employees who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems in the workplace. An Employee's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Employees may not avoid imposition of discipline by first requesting such treatment or a leave of absence after being selected for testing or violating the Company's Policy.

6.2 Referral to Law Enforcement. In addition to imposing discipline, the Company may refer information about serious criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

6.3 Other Discipline Not Precluded. Nothing in this Policy prohibits an Employee from being disciplined or discharged for other violations and/or performance problems.

6.4 Automatic Suspension. In the event that an Employee is ordered to submit to a post-accident or reasonable suspicion test the Employee shall be suspended or placed on administrative leave without pay until the MRO verified test result is received. If the verified result is positive, then the Employee is subject to discipline as described in herein. If the Employee's post-accident or reasonable suspicion drug test result is negative, cancelled, invalid, or rejected for testing because of a fatal flaw, then the Company shall award back pay for the lost hours during the Employee's suspension.

7.0 COMMUNITY RESOURCES.

7.1 Community Resource List. The Company has posted a list of community resources in order for Employees to get assistance, but does not make any representations as to the quality of their services or their eligibility for health care reimbursement. It encourages its Employees who are chemically dependent to seek treatment voluntarily.

8.0 SEARCHES.

8.1 Company Property Searches. The Company may provide lockers, storage areas, equipment, briefcases, computers, vehicles, desks or workstations for use by employees in order

to perform the duties of their positions. All such items and the data or materials generated using Company property remains Company property. The Company reserves the right to search any Company property, at any time, with or without notice or cause. No Employee shall maintain any expectation of privacy in Company-owned property. The Company also reserves the right to use other investigative methods when reasonable suspicion exists to indicate drug-free workplace Policy violations. Refusal to cooperate in the conducting of a search shall be considered a Policy violation.

8.2 Personal Property Searches. The Company reserves the right to conduct a search of an Employee's personal property if a violation of this Policy is suspected. A search may include all personal property located in or brought onto Company property such as wallets, purses, bags, briefcases, toolboxes, lunch bags, or vehicles. Entry onto Company property and continued employment constitute consent to search. The search shall be conducted in the presence of two Company trained representatives and the Employee. Refusal to cooperate in the conducting of a search shall be considered a Policy violation.

9.0 CONFIDENTIALITY.

9.1 Test Results. The Company shall take reasonable efforts to insure that all aspects of the testing process are as private and confidential as reasonably practical. Actual test results will be provided to: a) the MRO and his staff; b) supervisor(s) who have a need to know such information; c) the Employee tested upon request; d) any person(s) permitted or required by law or regulation to receive such information; e) any individual(s) with an Employee's written authorization; f) to law enforcement; g) the decision maker(s) in a legal action initiated by or on behalf of the Employee or placed at issue by the Employee in any legal, administrative or other proceeding; or h) to any governmental agency(ies) as required by federal or state law. Nonspecific statistical information may be provided upon request to a corporation, which requires its vendors or subcontractors to maintain drug and alcohol testing programs in accordance with a contract, or to a governmental agency in accordance with law.

9.2 Separate Files. Testing results will be maintained in a locking file cabinet or a secured file room separate and apart from Employee personnel files.

WORK LINK STAFFING
DRUG-FREE WORKPLACE POLICY
EMPLOYEE ACKNOWLEDGMENT FORM

1. Acknowledgment of Receipt and Understanding. I acknowledge that I have received, read and understand the Company's Drug-Free Workplace Policy. I understand that it is a part of its commitment to protect the safety, health and well-being of its employees. It is also designed to deter employees' illegal use of drugs and alcohol misuse.

2. Not a Contract Agreement. I understand that compliance with this Drug-Free Workplace Policy is a condition of employment and this Policy does not create an employment contract, give me any employment rights, nor modify any existing contracts.

3. Copying of Original. I further agree that a reproduced copy of this employee acknowledgment form, shall have the same force and effect as the signed original. My refusal or failure to sign this form shall not exempt me from the requirements of the Policy.

4. Release of Information. I understand that information relating to the drug-free workplace program, including testing results, may be released without my consent as indicated in the Policy. Specifically, I understand that these results may be disclosed to the decision-maker(s) in an administrative, civil, criminal, legal or administrative hearing and nonspecific statistical information may be released to a governmental agency.

5. Testing. I understand that I am subject to testing. I agree and hereby authorize the testing agency and its representatives to release to the Company my test results. I agree to sign any documents that may be necessary to permit the release of or disclosure to the Company any medical examination or drug or alcohol tests. This authorization will remain in effect for the duration of my employment with the Company. I have the right to revoke this authorization at any time by providing written notice of my intent to revoke. I understand that if I refuse to submit to testing or any attempt to tamper with the test, disciplinary action will result as set forth in this Drug-Free Workplace Policy, which I have received, read and understand.

6. Condition of Employment. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my employment and that I agree to abide by them.

Employee's Name (please print) _____

Employee's Address _____

Employee's Identification No. _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____