

ANTI-SUBSTANCE ABUSE POLICY FOR PEOPLEWORKS ASSOCIATES

COVERAGE AND AUTHORITY: The following is as an administrative policy of PeopleWorks (“Company”) and is applicable to Associates of PeopleWorks (“Associates”).

POLICY: The Company is committed to maintaining a safe, healthy, and productive workplace. Associates that are impaired by drugs or alcohol while on the job impact workplace safety and pose serious risks to other employees, members of the public, and others. Consistent with this commitment, this policy establishes the Company’s intent to maintain a drug and alcohol-free workplace.

The Company prohibits the use, possession, manufacture, distribution, sale or being impaired by illicit drugs and/or alcohol on all Company property, in Company- or customer-supplied vehicles, when conducting business on behalf of the Company, at Company-sponsored events, or during working hours. This prohibition includes, but is not limited to, all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, purchase, transfer, distribution, use or possession of is prohibited or restricted by law.

The legal use of prescribed drugs is permitted on the job if such use does not impair the employee’s ability to work safely and does not endanger other employees. Employees should notify their supervisor and provide medication side effect information before beginning work, when taking any prescription or non-prescription medications or drugs which may interfere with the safe and effective performance of job duties. In addition, Employees may contact Human Resources at HR-Advice@trueblue.com with any questions or concerns related to their prescribed drug use.

All employees have a duty to report any evidence or observation of drug or alcohol use that poses a potential safety risk and/or a violation of this Policy. Failure to report, especially in cases where an immediate threat of harm is posed to an individual, his/her coworkers or the public, may result in disciplinary action for the non-reporting employee.

To achieve the goals of this Policy and maintain a safe, healthy, and productive work environment, the Company reserves the right at all times to inspect employees, as well as their surroundings and possessions, for substances or materials in violations of this Policy.

The Company expressly reserves the right to change, modify or delete the provisions of this Policy at any time without notice.

A violation of any of the above constitutes grounds for disciplinary action, up to and including termination of employment.