

DRUG AND ALCOHOL TESTING POLICY FOR PEOPLEWORKS ASSOCIATES

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

POLICY STATEMENT: PeopleWorks complies with all federal and local drug and alcohol testing laws. Associates will be subject to the following concerning drug and alcohol testing:

PRE-EMPLOYMENT TESTING: Prospective Associates may be asked to submit to a pre-employment drug test depending on the specific customer requirements for the job. If a pre-employment drug test is required, it will be conducted once a conditional offer of employment has been extended. Any applicant or prospective Associates who refuse to submit to a drug test, or tests positive, will not be offered employment when successful passage of a pre-employment drug test is a requirement of the job.

REASONABLE SUSPICION TESTING: You will be subject to “reasonable suspicion” testing in accordance with relevant federal and local laws. If there is reason to suspect (a “reasonable suspicion”) that you are working while impaired by a drug or alcohol, you will be transported to a local clinic for testing. “Reasonable suspicion” testing will be done when objective factors including, but not limited to: appearance, speech, behavior, or other conduct and facts, provide a reasonable basis to believe that you are impaired by drugs and/or alcohol. Positive results or refusal to take a drug and/or alcohol test may result in disciplinary action, up to and including termination. Precaution will be taken to ensure positive test results are kept confidential and shared only as necessary.

POST-ACCIDENT/INJURY TESTING: You will be subject to post-accident/injury testing in accordance with relevant federal and local laws. If you are involved in an accident, injury or non-injury during work hours involving yourself, other employees, vehicles, and/or other property, you must notify your supervisor as soon as possible. Post-accident/incident drug and alcohol tests will be done when there is a reasonable possibility that drug or alcohol use may have contributed to the incident, and you may be required to submit to a drug and alcohol test. Positive results or refusal to take a drug and/or alcohol test may result in disciplinary action, up to and including termination. A positive final result may also affect entitlement to workers’ compensation as well as unemployment compensation.

RANDOM TESTING: You may be subject to random drug or alcohol testing in accordance with relevant federal and local laws.

REQUEST IN WRITING OR OPPORTUNITY TO REBUT: You may request a written copy of any drug or alcohol test result and may be entitled to rebut the results in accordance with applicable laws.

PRESCRIPTION DRUG USAGE: You should notify your 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 duties or operation equipment. This information will be provided to Human Resources to assist with any accommodations that may be required by law.

TAMPERING WITH A DRUG TEST: Switching, tampering, altering, or otherwise hindering any drug or alcohol test will be subject to disciplinary action, up to and including termination.

