

DRUG FREE WORKPLACE SUBSTANCE ABUSE POLICY SUMMARY

Certified AccountStaff is committed to providing a drug free working environment for its clients and employees. Drug and excessive alcohol use is harmful to workers' health, interferes with productivity and alertness, and can present a danger to the user and his/her fellow workers. Because of the serious drug and alcohol abuse problem in today's workplace, we set forth the following policy for Certified's existing clients and employees.

Certified AccountStaff explicitly prohibits:

1. The use, possession, solicitation for, distribution, dispensation, manufacture or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a valid prescription on company or client premises or while performing an assignment, including lunch and break periods.
2. The presence of any detectable amount of any prohibited substance while on company or client premises or while on company or client business. "Prohibited substance" includes illegal drugs, alcohol, and prescription drugs not taken in accordance with the employee's valid prescription.
3. Being impaired or under the influence of legal or illegal drugs or alcohol off company or client premises when it adversely affects an employee's work performance, his or her own or other's safety in the workplace, or Certified's reputation.

Certified may drug test employees in safety-sensitive positions using Substance Abuse and Mental Health Services Administration standards by three methods:

Post-Offer,

Pre-Employment: As may be required by client

Randomly: Testing of a random selection of employees in safety-sensitive positions may be done

For Cause:

- When it is the company's belief that a drug or alcohol problem exists, such as evidence of drugs or alcohol
- **After accidents or injuries** in the workplace in which the employee's behavior may have been a contributing cause

Employees of Certified AccountStaff who refuse to submit to drug testing, test positive, or admit to substance abuse or otherwise violate Certified's Drug Free Workplace Substance Abuse Policy will be subject to disciplinary action, up to and including termination.

Employees who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services. Employees who voluntarily admit to having a drug or alcohol problem prior to being selected for testing may be eligible for unpaid time off to participate in a rehabilitation program at the employee's expense.

The results of all drug testing will be treated confidentially, and used for no other purpose than for Certified AccountStaff to make employment-related decisions.