

OPRANDI STAFFING SOLUTIONS DRUG-FREE WORKPLACE POLICY

OPRANDI STAFFING SOLUTIONS believes that it is very important to provide a safe workplace for all of its employees. OPRANDI STAFFING SOLUTIONS is taking steps to address the problem of substance use that negatively affects every workplace. OPRANDI STAFFING SOLUTIONS is concerned with the health and well being of all employees. Behaviors related to substance use can endanger all employees, not just the substance users. We can not condone and will not tolerate behaviors by employees that relate to substance use, such as:

- a. Use of illegal drugs;
- b. Misuse of alcohol;
- c. Sale, purchase, transfer, trafficking, use or possession of any illegal drugs;
- d. Arrival or return to work under the influence of any drug (legal or illegal) or alcohol.

Management is fully committed to our ***Drug-Free Workplace Policy***, which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. We will not tolerate substance use in violation of this Policy and intend to hold everyone reasonably responsible for supporting the Policy.

This document describes our ***Drug-Free Workplace Program***, and every employee is expected to read and understand it. The Policy applies to every employee including management. The consequences stated in this ***Drug-Free Workplace Policy*** will apply to anyone who violates the Policy.

OPRANDI STAFFING SOLUTIONS holds all employees accountable in terms of substance use and reserves the right to terminate employment for violation of this work rule. Employees whose jobs are subject to any special law or regulation may face additional requirements in terms of substance use. Other consequences that apply to all employees who violate this Policy are enumerated within this document.

This program will start June 1, 2003. Our Policy covers four key parts of the Program, which are:

- A written policy that clearly spells out the program rules and benefits.
- Annual substance awareness education for all employees.
- Drug and alcohol testing.
- Employee assistance.

Employees will have the opportunity to receive information about how substance use is a problem affecting the workplace. You will learn the signs and symptoms, dangers of use, and how and where to get help for yourselves and your families. John Jacobs will be our Drug-Free Coordinator so everyone knows who to go to for information or help. He will be responsible for arranging drug and alcohol testing, and will maintain a list of facilities that offer help to employees or their families. He will also arrange to get knowledgeable presenters to educate our employees about substance use.

Protection for Employees

This program is designed to protect employees from the behaviors of substance users. Some of the protections built into the program are:

- Employee records like testing and referrals for help will be kept confidential. Information will be on a need-to-know basis. Any violation of confidentiality rights is subject to disciplinary action up to and including termination.
- Employee assistance is available for employees and their families. A list of resources is available through our Drug-Free Coordinator.
- All employees will receive awareness education annually to help identify problems and learn where employees can go for help.
- Collection of urine specimens and breath testing will be done at a local clinic. Urine drug test specimens will be analyzed by a laboratory certified by the federal government. These labs use the highest level of care in ensuring that the results are accurate, and the process used is 100% accurate in detecting the presence of contraband substances above specific levels. The lab will work closely with our clinic to ensure fairness and accuracy of every test. We also have a Medical Review Officer, a trained physician responsible for checking whether there is a valid reason for the presence of the substance in the employee's system. The MRO is an expert in drugs and alcohol. When the MRO receives a positive test result, the MRO will contact the employee and any appropriate health care provider to determine whether there is a valid reason for the presence of the drug in the person's system.
- The testing program consists of an initial screening test. If the initial results are positive, then a second test is used. Cut-off levels for each drug and for alcohol are established for what will be considered a positive test.

All printed forms are for reference only. Controlled document located at

\\ossserver\ISO\Forms\Contract Employee Related Forms\DRUG FREE WORKPLACE POLICY.doc Rev1 JSO

These levels show that the employee didn't just have a little of the substance in his or her system but enough to affect workplace safety and the ability to do the job. These cut-off levels come from federal guidelines and are fair for all employees.

Employee Awareness Education:

Every employee will attend a session in which this policy is discussed. You will have a chance to ask questions. We will give everyone a copy of our written Policy and everyone will be expected to sign for receipt of it. Later, we will have a qualified person explain why and how substance use is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. There will be a minimum of two hours of substance education annually for all employees. New employees will hear about the program during orientation and will receive substance education as soon as possible thereafter.

Drug and Alcohol Testing:

Testing will be used to detect problems that violate our Policy and then allow us to take appropriate action. In addition to alcohol, the drugs that are tested for are:

- Amphetamines (speed, uppers)
- Cocaine (including crack cocaine)
- Marijuana
- Opiates (codeine, heroin, morphine)
- Phencyclidine (PCP, "angel dust")

Employee Assistance

OPRANDI STAFFING SOLUTIONS believes in offering assistance to employees with a substance problem. We do not have a rehabilitation program and can not afford to pay for someone to attend a program, but we are supportive of employees taking action on their own behalf. We have a list of local community resources to give to employees who seek help. The list includes places to go for an assessment and for treatment. When an employee has a substance problem, we will meet with them to discuss the problem and any violation of this Policy. The company reserves the right to terminate based on a positive test.

WHEN WILL A TEST OCCUR?

Employees will be tested for the presence of drugs in the urine and/or alcohol on the breath under any and/or all of the conditions outlined below:

A: Pre-employment, New Hire Drug Testing

As a part of the company's employment procedures, all applicants or new hired employees will be required to undergo a drug test conducted by the company designated contractor. The test must be completed within 90 days of beginning an employment assignment or pre-employment if required by client.

B: Reasonable Suspicion Testing

Reasonable suspicion testing will occur when client management has reason to suspect that an employee may be in violation of this Policy. The suspicion will be documented prior to the release of the test findings. A reasonable suspicion test may occur based on:

1. Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee is responsible for notification of the company, within five (5) days, of any drug-related conviction;
4. Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; or
5. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing. To prevent this supervisors' should be trained to recognize drug and alcohol related signs and symptoms. Testing may be for drugs or alcohol or both.

C: Post-Accident Testing

Post-accident testing will be conducted whenever an accident occurs, regardless of whether there's an injury. We consider an accident an unplanned, unexpected or unintended event that occurs on client property, during the conduct of business, or during working hours, or which involves motor vehicles used in the conduct of client business, or is within the scope of employment, and which results in any of the following:

- (i) A fatality of anyone involved in the accident;
- (ii) Bodily injury to the employee and/or another person that requires off-site medical attention away from the client's place of business;

(iii) Vehicular damage requiring the vehicle to be towed from the scene;
When such an accident results in one of the situations below, any employee who may have contributed to the accident will be tested for drugs or alcohol use or both.

Drug and/or Alcohol Testing after an Accident

Urine specimen collection (for drugs) or breath/saliva (for alcohol) is to occur as soon as possible after the need for testing has been established. At no time will urine specimen be collected beyond 32 hours from the time of the incident. Breath or saliva alcohol testing will be performed as soon as possible but not later than eight hours after the incident. Management reserves the right to determine who may have caused or contributed to a work-related accident and may choose not to test after minor accidents if there is no violation of a safety or work rule, minor damage and/or injuries and no reasonable suspicion.

SUBSTANCES TO BE TESTED FOR AND METHODS OF TESTING

The procedure that we are relying on is called “systems presence testing”. This is how qualified professionals identify the presence of one or more of prohibited controlled substances or alcohol that may be present in the employee. There is an initial screening test. If it is negative, then a negative test is declared. If the initial test is positive (comes in at or higher than the cut-off level), a second test called a “confirmatory” test is done. This is a different test and is considered 100% accurate by experts and in court. Cut-off levels are standard that have been established each of the tested drugs after years of research. These levels will be used to interpret all drug screens/tests, whether for pre-employment, reasonable suspicion, or post-accident.

Breath alcohol testing will be conducted by a medical clinic that uses only certified equipment and personnel. Breath alcohol concentrations exceeding .04 will be considered a verified positive result. In the event of an accident where an employee has “whole blood” alcohol drawn at a medical treatment facility, a result equal to or greater than .04 shall be considered to be a verified positive result. An Evidentiary Breath Test (EBT) will typically be used to confirm any initial positive test result. The company also reserves the right to add or delete substances on the list above, especially if mandated by changes in existing Federal, State or local regulations or laws.

An employee who adulterates, attempts to adulterate or substitutes a specimen or otherwise manipulates the testing process will be terminated. A refusal to produce/provide a specimen is considered a positive test unless there is a verifiable medical reason that the specimen could not be produced.

SPECIMEN COLLECTION PROCEDURE

Urine specimens and breath testing will be conducted by trained collection personnel who meet standards for urine collection and breath alcohol testing. Confidentiality is required from our collection sites and labs. Employees are permitted to provide urine specimens in private, but subject to strict scrutiny by collection personnel so as to avoid any alteration or substitution of the specimen. Breath alcohol testing will likewise be done in an area that affords the individual privacy. In all cases, there will only be one individual tested at a time. Failure to appear for testing when scheduled shall be considered refusal to participate in testing, and will subject an employee to termination or in the case of pre-employment testing the offer of employment will be withdrawn.

An observed voiding will only occur if there are grounds for suspecting manipulation of the testing process.

REVIEW OF TEST RESULTS

To ensure that every employee who is tested is treated fairly, we have hired a Medical Review Officer (“MRO”). The MRO is a doctor with a specialized knowledge of substance abuse disorders and will be able to determine whether there are any valid reasons for the presence in the employee’s system of the substance that was tested positive.

EMPLOYEES’ RIGHTS WHEN THERE’S A POSITIVE TEST RESULT

An employee who tests positive under this Policy will be given an opportunity to explain the findings to the MRO prior to the issuance of a positive test result to the company. Upon receipt of a confirmed positive finding, the MRO will attempt to contact the employee by telephone or in person. If contact is made by the MRO, the employee will be informed of the positive finding and given an opportunity to rebut or explain the findings. The MRO can request information on recent medical history and on medications taken within the last thirty days by the employee. If the MRO finds support in the explanation offered by the employee, the employee may be asked to provide documentary evidence to support the employee’s position (for example, the names of treating physicians, pharmacies where prescriptions have been filled, etc.). A failure on the part of the employee to provide documentary evidence will result in the issuance of a positive report by the MRO with no attendant medical explanation. A medical disqualification of the employee will result. If the employee fails to contact the MRO as instructed, the MRO will issue a positive report to the company.

REPORTING OF RESULTS

All test results will be reported to the MRO prior to the results being issued to the company. The MRO will receive a detailed report of the findings in the analysis from the testing laboratory. Each substance tested for will be listed along with the results of the testing. The company will receive a summary report, and this report will indicate that the employee passed or failed the test. All of these procedures are intended to be consistent with the most current guidelines for MRO's, published by the federal Dept. of Health and Human Services.

STORAGE OF TEST RESULTS AND RIGHT TO REVIEW TEST RESULTS

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents. These records shall be maintained under lock and key at all times. Access is limited to designated company officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide to certifying agencies for review as required by law. Designated company officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records. Any breach of confidentiality with regard to these records may be an offense resulting in termination of employment. Any employees tested under this Policy have the right to review and/or receive a copy of their own test results. An employee may request from the Drug-Free Coordinator, in writing, presenting a duly notarized Employee Request for Release of Drug Test Results form, requesting that a copy of the test results be provided. The company will use its best efforts to promptly comply with this request and will issue to the employee a copy of the results personally or by U.S. Certified Mail, Return Receipt Requested.

POSITIVE TEST RESULTS

Employees who are found to have confirmed positive drug or alcohol test will be immediately taken off safety-sensitive duties and are subject to termination.

TERMINATION NOTICES

In those cases where substance-testing results in the termination of employment, all termination notices will list "misconduct" as the reason. Termination shall be deemed "for cause".

DATE: March 21, 2003

OPRANDI STAFFING SOLUTIONS DRUG-FREE WORKPLACE RESOURCES

ABFT THE FAMILY ALCOHOL & ADDICTIONS HELPLINE
1-800-417-6237

ABA FIRST STEP TO RECOVERY
1-800-665-3988

GENESIS RECOVERY CENTER
454-5928

PATHWAYS OF LICKING COUNTY
345-6166

SHEPHERD HILL
348-4870 or 1-800-223-6410

**ACKNOWLEDGEMENT
And
RECEIPT**

I, _____ hereby acknowledge and agree with **OPRANDI STAFFING SOLUTIONS' DRUG FREE WORKPLACE POLICY.**

I have been given a copy of the policy and have been given an opportunity to ask questions about the policy.

I understand that compliance with this policy is a condition of employment.

Signed _____ Date _____

Witness _____