

NETWORK STAFFING RESOURCES, INC. DRUG TEST POLICY

Network Staffing Resources, Inc. strives to provide a safe workplace for all employees. Controlled substances compromise the judgment and abilities of our employees, and they create a dangerous work environment. Accordingly, we test employees for controlled substances to insure a safe workplace.

WHO IS SUBJECT TO TESTING

Current and prospective employees who work or could work under high-risk or safety-sensitive positions must submit to drug testing. In accordance with applicable law, we do not test prospective employees unless we have already extended an offer of employment. Employees with the following job titles and/or duties must undergo testing as requested, at random: [ANYONE WITH DIRECT PATIENT CARE]

CONFIDENTIALITY

Network Staffing Resources, Inc.'s drug test policy protects employee and prospective employee privacy to the fullest extent of the law. Only people who must know the results will have access to them. In compliance with federal law, Network Staffing Resources, Inc. will send the drug test results to the appropriate federal/state agency. Test results may be used in any court case, arbitration, or administrative hearing that results from the drug test. The results of the workplace drug test will NOT be used against the employee/prospective employee in any criminal prosecution. If the employee/prospective employee is referred to a treatment center, the drug test results will be disclosed to the patient's medical personnel.

NOTICE of IMPENDING TEST

Before being asked to undergo a drug test, employees/prospective employees will be given written or verbal notice of the request and requirements. Employees and prospective employees must sign a consent form before the test is administered. Employment, however, is contingent upon the results.

COSTS

Network Staffing Resources, Inc. will pay the cost of any drug test it requires. Should an employee/prospective employee request a retest after receiving positive results, Network Staffing Resources, Inc. will not pay the cost of the retest. The employee/prospective employee will pay for any other tests s/he requests.

LICENSED LABORATORIES

Only state-licensed laboratories will conduct any and all drug tests required by Network Staffing Resources.

NOTICE OF RESULTS

The employee/prospective employee can be notified by telephone or mail by Network Staffing Resources, Inc.

POSITIVE TEST RESULTS

If the employee/prospective employee receives notice that the test results were positive, s/he will have the opportunity to explain the test results and/or to request a retest of the same sample.

DISCIPLINARY ACTION

If the appropriate company authorities determine that the positive test results were not erroneous, the employee will be terminated immediately and the prospective employee will not be offered employment. In addition, the appropriate government agencies will be contacted (see CONFIDENTIALITY).

DRUG AND ALCOHOL USE AT WORK

See Drugs and Alcohol in the Workplace Policy

Although the goals and provisions of a Drug-Free Workplace program and policy apply to all workers, testing is conducted under specific circumstances:

➤ Pre-employment Tests

Employers who conduct pre-employment tests make offers of employment contingent on a negative drug test result. Pre-employment tests clearly decrease the chance of hiring a current substance abuser and they also have a strong "sentinel effect" in that such tests may discourage current users from seeking employment in Workplaces where pre-employment tests are done.

➤ Random Tests

Most employers confine random tests to employees occupying positions of safety or security sensitivity. Employees in such positions are selected for testing through a bone fide, random process. Random tests provide a deterrent to substance use and abuse because individuals have no way of knowing when testing will be conducted or whether they will be selected for testing.

➤ Reasonable Suspicion Tests

Employers who test on the basis of a reasonable suspicion that an employee is abusing substances typically rely on such evidence as direct observation of use or possession, physical symptoms of being under the influence, patterns of abnormal or erratic behavior, or arrests or convictions for drug-related offenses.

➤ Treatment Follow-up

Employees returning to work following treatment for substance abuse are often subject to a return to work agreement that calls for follow-up testing at specified or random intervals to ensure that the employee is continuing to refrain from substance abuse.