



**PRE-EMPLOYMENT DRUG TESTING
POLICY FOR ALL APPLICANTS**

Drug Free Workplace

STATEMENT OF POLICY

Our Company is committed to providing a safe working environment for all employees, sub-contractors, customers and the general public and to fostering the well being and health of all affected individuals. Our commitment to providing high quality products and services is jeopardized whenever any of our employees use illegal drugs or controlled substances without a proper prescription. We support a Drug Free Workplace and our goal is to send a clear message that the use of illegal drugs is incompatible with employment at our company.

PRE-EMPLOYMENT TESTING

Any offer of employment is contingent upon an applicant's submitting to a drug test and achieving a negative test result. An applicant who tests positive for drugs will be considered medically unqualified to work for employer and:

Pre-employment tests may be conducted on individuals who have not been an employee for the previous 30 days due to any reason (layoff, medical leave, etc.).

When notified to go to the collection site, each applicant will be given a pre-printed laboratory form to bring to the collection site. The applicant will be asked to show a photo ID for identification purposes.

ILLEGAL DRUGS AND PRESCRIPTION DRUG OF ABUSE

A urine specimen will be collected and test for the following drugs: (1) Amphetamines; (2) Cocaine; (3) Marijuana; (4) Opiates; (5) Phencyclidine.

CONFIDENTIALITY OF RECORDS

All drug and alcohol testing, related medical records, and information will be maintained in a confidential manner, under lock and key, separate from personnel files maintained by the Company. Their disclosure shall be strictly limited to management personnel and those with a need to know. Each applicant will have the right to have a copy of his/her drug test result upon written request.

Adulteration

Submitting a urine specimen for testing which the laboratory confirms to have an identified adulterant in it, is a violation of this policy and will result in denial of employment.

TESTING PROCESS INTEGRITY

The urine specimen collection will be conducted at a collection site and the actual drug test analysis will be conducted only at laboratories that are certified by the Department of Health and Human Services (DHHS). Employer and vendors utilized in connection with drug testing will comply with established protocol intended to ensure the accuracy and confidentiality of test results and the fair and respectful treatment of persons being tested.

All individuals who are tested must be positively identified through photo identification or by authorized employer representative to ensure that the individual tested is the employee directed by the employer. An applicant's Social Security Number or Company ID Number is used to track the testing process. Urine will be collected utilizing split

specimen collection procedures. Individuals are in direct visual contact with their urine specimen container(s) until the collection process is complete. There are tamperproof seals on the collection containers, initialed by the donor, along with the custody and control form.

There is a “chain of custody” process that directly follows a specimen from initial collection through final testing. If there are unrecoverable irregularities in this process, the test is declared a “broken chain of custody” and it is canceled.

Split Specimen Collections

Following approved procedures, urine will be collected using the split specimen procedure. This requirement provides an additional level of protection for an Applicant by dividing the specimen into two separate collection containers. The “primary” specimen is tested upon receipt at the laboratory and the “split” portion is saved. If the primary specimen tested positive, the donor has the opportunity to have the split portion test if he/she feels that the laboratory reached the verified positive test result in error.

Opportunity for a Split Specimen Test

An Applicant with a verified positive drug test result will have the option to have the split specimen portion tested at another DHHS certified laboratory. This option cannot be selected after 72 hours from the time of notification by the MRO unless there is significant reason acceptable to the MRO why the individual was delayed in requesting the split specimen test, such as an injury. If this option is selected, the Applicant must verbally notify the MRO of the request for the split portion test and send written notification and payment for the test (contact Foley Laboratory Services, Inc. for current price), via certified mail- return receipt requested to:

The Medical Review Office (c/o Foley Laboratory Services, Inc.)

P.O. Box 636

Glastonbury, CT 06033

Or fax request to: (860) 659-6253

If faxing, it is the individual’s responsibility to call the MRO at (860) 633-2260 then press “4” to verify the receipt of the fax.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF
THE DRUG TESTING POLICY**

FOR: ALL APPLICANTS

I acknowledge that I have received and read a copy of Employer's Drug Testing Policy. These materials explain Employer's procedures with respect to drug testing.

Date: _____

Company Name: _____

Printed Name: _____

Signature: _____

Print Full Name: _____

**PRE-EMPLOYMENT CERTIFICATE OF REVIEW OF
OUR COMPANY'S DRUG FREE WORKPLACE
PROGRAM**

This is to certify that on the date shown, I received and reviewed the Drug Free Workplace Statement of this Company.

I understand that this Company is committed to a Drug Free Workplace and that the use of illegal drugs and/or the illegal use of controlled substances are incompatible with employment with this Company.

I hereby attest that I do not used illegal drugs or other controlled substances illegally.

Date: _____

Company Name: _____

Applicant Name: _____

Social Security Number: _____

Printed Name: _____

Signature: _____