

Employee Information Sheet

Thank you for completing the Employment Application. A representative from the designated Key Staff Source will contact you within the next 2 days to discuss your employment through Three Rivers PDD. If a Staffing Agency Representative does not contact you, please notify your local WIN Job Center Representative.



Drug-Free & Alcohol-Free Workplace Policy

This policy is designed to enhance our company's safety program and create a suitable work environment for all employees. The policy covers internal staff, temporary, temp-to-perm and direct hire employees. It is not our intent to intrude into the private lives of our employees. Our objective is to have all employees report to work in a condition to perform their duties safely and efficiently. The presence of alcohol and other drugs and the influence of these substances on employees during working hours is inconsistent with our objective. Employees who refuse to submit to drug testing, test positive, or admit to substance abuse will be subject to termination. Employees who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services. Any questions with respect to this policy should be directed to your Staffing Agency Representative.

TESTING: Employees and/or applicants for employment with Key Staff Source shall be subject to drug and/or alcohol testing under the circumstances set forth below:

Pre-Employment: A number of our Client Companies have drug-free and/or alcohol-free workplace policies requiring pre-employment drug tests. In the event you are offered and accept an assignment to work at one of these companies, placement will be contingent upon negative results of the pre-employment drug screen.

Reassignment: Employees will be drug tested each time they accept a new job assignment requiring pre-employment drug testing unless they have been tested within twelve (12) months of the date of placement. Note: some Client Companies require more recent testing.

Post Accident / Incident: Drug and/or alcohol testing will be required when: (1) An employee is involved in a work-related accident requiring treatment at a medical facility; (2) An employee is involved in a work-related accident that leads to the injury of others; or (3) An employee is involved in a work-related incident causing property damage.

Testing shall occur as soon as possible after the accident/incident. It is the responsibility of employees to identify themselves as Staffing Agency employees and to inform the medical facility of the drug and alcohol test requirement at the time of treatment. Refusal to take the test or positive results may result in termination and loss of Workers' Compensation benefits. Any employee that tests positive may be responsible for the cost of the medical treatment administered. All testing and test results will be kept confidential, except where required by law to divulge such information.

Reasonable Suspicion: Reasonable suspicion is a belief based upon objective considerations that would lead a prudent person to suspect that an individual is under the influence of drugs or alcohol. Such a determination will be made by the individual's site supervisor and/or a Staffing Agency Representative. Suspicion may be validated based on observations by fellow employees or supervisory/lead personnel which indicate behaviors or actions which deviate from the employee's normal or usual behavior. A pre-approved check list will be utilized to record signs, conditions, or behaviors that support the suspicion that the person is under the influence of drugs or alcohol at work. In determining whether reasonable suspicion of abuse exists, supervisors may consider factors including, but not limited to, the following:

- Direct observation of drug or alcohol use or possession and/or symptoms of being under the influence of drugs or alcohol
- A pattern of aberrant or abnormal behavior, such as mood and behavior swings and wide variations or changes in job performance
- Arrest or conviction of a drug-related offense or identification of an employee as the subject of a drug-related criminal investigation
- Information provided by a reliable and credible source(s)
- Newly discovered evidence that an employee tampered with a previous test

Randomly: A random selection of employees for testing will be done unannounced.

Results: The Staffing Agency will take disciplinary action on a confirmed positive test result. Disciplinary action shall be determined by the Staffing Agency, up to and including termination of employment. The results of all drug testing will be treated confidentially and for no purpose other than for the Staffing Agency to make employment related decisions. Some Client Companies of the Staffing Agency require confirmation of drug/alcohol test results. The employee's signature on the acknowledgment form authorizes the Staffing Agency to release the results to necessary personnel. In the case of post-accident testing, the Staffing Agency and our workers' compensation carrier will be notified. In the event of termination, state unemployment authorities may also be notified of the results.

CLIENT COMPANY PRE-EMPLOYMENT REQUESTS

In the event a client requests a Staffing Agency employee to submit to a drug or alcohol test, the Client Company is authorized to release those results to the Staffing Agency. If an employee refuses to submit to the drug and/or alcohol test, the Staffing Agency may request the employee to drug and/or alcohol test in accordance with the Reasonable Suspicion clause.

AUTHORIZED USE OF PRESCRIBED MEDICINE

Any employee who is taking a prescription or over-the-counter drug which may cause drowsiness or any other side effects must report this to his/her Staffing Agency Representative. A determination will be made as to whether the Staffing Agency or the Client Company should temporarily change the employee's job assignment during the period of treatment. Employees should keep all prescribed medicine in the original container that identifies the drug, date of the prescription, and prescribing doctor. The use of another person's prescription medicine constitutes illegal use of drugs.

PROHIBITED CONDUCT

Any violations of this policy will be treated as a very serious matter. Individuals who are found to have violated this policy will be terminated unless the Staffing Agency, in its sole discretion, determines that sufficient mitigating circumstances exist to avoid termination. In such instances, the Staffing Agency shall determine the appropriate discipline to be given to the involved employee.

Consistent with the purpose of this policy, conduct that is prohibited by the Staffing Agency includes, but is not limited to, the following:

1. The use, manufacture, distribution, dispensation, possession, or sale of illegal drugs or alcohol while on Staffing Agency or Client Company premises, while on Staffing Agency or Client Company business, while in Staffing Agency or Client Company supplied vehicles, or during working hours
2. Being "under the influence" ("under the influence" for purposes of this policy is testing positive for the use of illegal drugs and/or alcohol at a level determined by Staffing Agency or Client Company's testing laboratory) of illegal drugs or alcohol while on Staffing Agency or Client Company premises, while on Staffing Agency or Client Company business, while in Staffing Agency or Client Company supplied vehicles, or during working hours
3. Possession, use, manufacture, dispensation, or sale of illegal drugs, or the use of alcohol, off Staffing Agency or Client Company premises that adversely affects the individual's work performance, the safety of the employee, or the employees at work, or Staffing Agency or the Client Company's reputation in the community
4. Refusing to consent to testing required by this policy or switching or altering any specimen submitted for such testing
5. Failure to report to the Staffing Agency the use of a prescribed drug which may alter the employee's physical or mental ability
6. Refusing to sign a statement agreeing to abide by Staffing Agency or the Client Company's Drug-Free and Alcohol-Free Workplace Policy
7. The use of another person's prescription medication
8. Any other violation of the provisions of this Policy