

## SUBSTANCE ABUSE POLICY

It is the purpose of Core Staffing Services, Inc. to help provide a drug free environment for our clients and our employees. With this goal and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and Core Staffing Services, Inc.:

Core Staffing Services, Inc. explicitly prohibits:

The use, possession, solicitation for or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or customer premises or while performing an assignment.

Being impaired or under the influence of legal or illegal drugs or alcohol off the company or customer premises that adversely affects the employee's work performance, his or her own or others' safety at the workplace, or the employers' reputation.

Core Staffing Services, Inc. may drug test using S.A.M.H.S.A. standards by three methods:

**Pre-Employment:** As may be required by client.

**Randomly:** A random selection of some employees for testing may be done.

**For Cause:** When it is the company's belief that a drug problem exists (such as evidence of drugs, **accidents, injuries in the workplace** fights or other behavioral symptoms of drug abuse, negative performance patterns, excessive absenteeism or tardiness) for-cause testing will be utilized.

**Employees of Core Staffing Services, Inc. who refuse to submit to drug testing, test positive or admit to substance abuse will be subject to termination.**

Also employees of Core Staffing Services, Inc. who test positive or admit to substance abuse will be referred to local public agencies that provide rehabilitation and counseling services.

The results of all drug testing will be treated confidentially, and for no purpose other than for Core Staffing Services, Inc. to make employment related decisions.