

Advance Substance Abuse Policy

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

Advance 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 client premises or while performing an assignment. Being impaired or under the influence of legal illegal drugs or alcohol off the company or customer premises that adversely affects the associate's work performance, his or her own or other's safety at the workplace, or the employer's reputation.

Advance may drug test using NIDA standards by two methods:

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

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.

Associates of Advance Employment who refuse to submit to drug testing, test positive or admit to substance abuse will be subject to termination.

Also, associates of Advance Employment 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 confidentiality, and for no purpose other than for Advance Employment to make employment related decisions.