

E 230 - JOB PLACEMENT

Policy:

In an effort to prevent work-related injuries, reduce absenteeism, and ensure the safety of all employees, the company has instituted a policy of pre-placement drug tests for all prospective employees and physical exams for certain positions. This policy will help determine an applicant's physical ability to do the job for which he or she has applied. It also will help detect impairment due to drug use, which may prevent accidents and injuries to others.

Procedures:

This policy applies to all new applicants, to all rehires and previously laid off employees who have not had a pre-placement physical exam and drug screen during the past year or have been laid off for more than 30 days.

A cover letter attached to the employment application will explain the pre-placement physical exams and drug screenings. The hiring procedure will also be verbally explained to the applicant by the Human Resources Department.

Once the application is submitted, the applicant is interviewed by Human Resources and the supervisor who is filling the available position. If HR and the supervisor both accept the applicant, a pre-placement physical exam and drug screening shall immediately be scheduled at a pre-approved clinic.

The clinic performs the physical exam using specific physical requirements of the employment position applied for and obtains a urine sample under controlled conditions. A certified laboratory, using a chain of custody, handles the specimen. The specimen is tested for specific drugs by immunoassay and, if the screening is positive, the results will be confirmed by gas Chromatography.

Results of drug screening and the physical exam if performed will be received by the company from the pre-approved clinic. Employment will be conditional on the results.

Should the specimen sample test positive, indicating some form of drug use, the laboratory will do a confirmation test to ensure the reliability of the results. Generally, it requires about a day to get results showing "no drug use". In the event that a specimen shows positive in the first test, the entire process, including the second analysis, usually takes 72 hours. A company representative will so inform the applicants that test positive and the job offer will be withdrawn.

Employment is contingent on the test results.

All initial testing is done at no cost to the applicant. Further testing will be paid by applicant.

Positive Results:

When a specimen sample tests positive, indicating some form of drug use, the laboratory will do a confirmation test to ensure the reliability of the results. Generally, it requires about a day to get results showing “no drug use”.

Applicants who test positive will be informed in a confidential manner by the company, Employment Representative, and the job offer will be withdrawn. Those applicants will be allowed to re-apply at the end of a 30 day waiting period, and if appropriate jobs are available, and a job offer is made, the drug test must be repeated.