

H & H Staffing Services, Inc.
DRUG/ALCOHOL POLICY

Throughout this policy, the term “drugs” includes any narcotic or other controlled substance other than alcohol.

I. DRUG/ALCOHOL USE PROHIBITED

- A. H & H Staffing Services, Inc. (H & H) prohibits the possession, sale, use or being under the influence of alcohol or drugs while on Company property, or on Company work time. The term “Company property” includes the property of any business to which an employee may be assigned with H & H, and the term “Company work time” includes the work time of any business to which an employee may be assigned with H & H.
- B. An employee who is taking drugs prescribed by a licensed physician, which drugs may diminish his/her capacity to work safely, must inform H & H prior to beginning work. For safety reasons, such an employee may be required to perform duties other than the ones scheduled to be assigned or take a leave of absence rather than be permitted to work under the influence of the prescribed medication.

II. DRUG/ALCOHOL TESTING

- A. H & H requires all employees to submit to a drug test before being eligible for work. H & H reserves the right to require an employee to submit to a drug/alcohol test when (1) in the Company’s judgement there is reasonable cause to believe that an employee may be under the influence of drugs or alcohol; (2) in the Company’s judgement, the employee is otherwise suffering the effects of alcohol abuse; (3) the employee has been involved in an accident in the work place or elsewhere resulting in damage to property or injury to person; (4) when informed of the use of or being under the influence of alcohol or drugs; or (5) on a random basis at the Company’s discretion.
- B. The Company reserves the right to impose discipline, up to and including discharge, upon any employee who refuses to submit to drug/alcohol testing when requested to do so by the Company in the above circumstances or if an employee has been found to have tampered with or adulterated a test sample.

**CONSENT AND RELEASE FORM FOR
DRUG AND ALCOHOL TESTING**

To protect the health and safety of all our employees, H & H maintains a “Drug/Alcohol Policy” which prohibits the possession, sale, use or being under the influence of alcohol or drugs while on Company property or during company time, other than the use of prescription drugs. Violation of this policy will subject you to immediate dismissal.

- I. I understand as part of being employed by H & H that I am subject to drug and alcohol testing.
- II. Any work-related injuries requiring Doctor’s attention will be drug and alcohol screened. I understand that a positive test will exonerate H & H and its workers’ compensation carrier from any liability (medical or any form of compensation expense) as a result of said accident as well as possible termination of employment.
- III. Any employee whose test indicates the presence of any controlled substances regardless of the amount (unless prescribed in writing by a medical doctor and validated in writing by the physician as necessary medication) shall be terminated for serious misconduct of a Company policy.
- IV. Any employee who has any detectable level of alcohol in his/her blood or urine shall be deemed under the influence of alcohol and will be terminated for serious misconduct of Company policy.
- V. I will hold the physician, medical staff, H & H and its employees, and any company I am assigned to harmless for the taking of any and all samples and testing.
- VI. I understand that failure or refusal to cooperate with any of the above-prescribed procedures for any reason, shall constitute serious misconduct of Company policy and I will be subject to immediate termination of employment.
- VII. I understand that if I test positive for the presence of drugs or alcohol I will be subject to disqualification for hire.

ACKNOWLEDGEMENT

I understand that submission to a drug/alcohol test in accordance with established policy is a condition of employment with H & H and consent to provide a urine and/or blood specimen for drug and/or alcohol testing as provided above when requested by H & H. I also consent to the release of the results of this testing to a representative of H & H and that the results of this testing will be held in strictest confidence by H & H. I acknowledge that I have read and understand H & H’s Drug/Alcohol Policy and further acknowledge that the implementation of this policy does not grant me assurance or guarantee employment.

Employee Signature

Date

H & H Staffing Representative

Date