



DRUG AND ALCOHOL POLICY

ROLINC Staffing is committed to ensuring a safe and productive work environment for its entire staff. The abuse of alcohol, drugs and controlled substances impairs a person's judgment, which could result in increased safety risks, injuries, and clouded decision making. To ensure these objectives, the following policy has been adopted:

The unlawful use, possession, purchase, sales, distribution or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for our company or client is strictly prohibited. ROLINC Staffing also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol on duty. Staff who must use a medically prescribed or over-the-counter drug that may adversely affect their ability to perform work in a safe manner must notify their supervisor or other management official prior to starting work. (Note: you may need to provide medical records or specific prescription information upon request) The manager will decide if the Associate can remain at work and if any restrictions are necessary. In order to ensure compliance with this policy, I freely and voluntarily agree to substance abuse screening test(s) as requested by ROLINC Staffing. These requests may occur prior to employment, or at any time thereafter, especially following workplace injury or accident. I could be tested on one or more of the following substances: Alcohol / Ethanol, Marijuana, Cocaine, Amphetamines, Opiates, Medical Opiates, PCP, Ecstasy, Barbiturates, Benzodiazepines, Propoxyphene, Hydrocodone, Hydromorphone, Methadone, Methaqualone, MDMA, Oxycodone, Oxymorphone, etc. Compliance with this policy is a condition of employment. I understand and agree that staff who test positive or who refuse to submit to substance abuse screening, may be subject to termination. In the event of a work related injury, I hereby authorize ROLINC Staffing and/or their medical company physician to perform substance abuse screening tests, to detect the presence of illegal drugs, alcohol, or prescription medication taken without a prescription. I understand that ROLINC Staffing does not recognize "medical marijuana" to be a valid medical explanation for an employee's positive drug screen. I also agree to participate in any client specific random drug testing programs that are administered by ROLINC Staffing. I will hold all parties concerned harmless, including – but not limited to: possible clerical or laboratory error.

DEPARTMENT OF TRANSPORTATION SENSITIVE ASSIGNMENTS:

The Department of Transportation/Federal Aviation Administration (DOT/FAA), in November 1988, issued regulations requiring staffing companies servicing airlines &/or staffing safety sensitive positions to implement an Anti-drug Program for Associates who perform safety-sensitive and/or security related functions. These regulations prohibit the on- or off-duty use of illegal drugs. Illegal drugs or include but are not limited to the following substances: Marijuana, Cocaine, Opiates, Phencyclidine and Amphetamines. Drug tests are accomplished by testing a urine specimen in accordance with DOT regulations contained in 49CFR Part 40. Persons who violate these regulations will be subject to consequences, including removal from safety-sensitive and/or security related functions. Additionally, while the use of harmful inhalants is not specifically covered under the DOT/FAA Anti-drug Program regulations, ROLINC expressly prohibits the on- or off-duty abuse of harmful inhalants. Persons who violate this policy will be subject to consequences, including removal from their job functions.

Random Testing: Any Associate performing a safety-sensitive and/or security-related function is subject to random drug and alcohol testing whenever the Associate is performing, ready to perform, or immediately available to perform such functions. ROLINC is required to test ten percent of DOT Associates for alcohol and 25 percent of DOT Associates for illegal drugs. ROLINC's policy is to combine the two tests at the same time and increase the number to 30 percent of DOT Associates for random drug and alcohol testing. The Drug and Alcohol Program Administrator may adjust the minimum testing numbers bimonthly to achieve required testing annually. ROLINC's selection periods will vary throughout the year as per the contract with our Clients. The annualized random rate will be based on the number of DOT-covered Associates at the beginning of the selection period. Prior to the beginning selection month, a list of DOT regulated Associates will be developed through a DOT-approved database maintained within HR or designated healthcare provider. The database will generate a random selection list through a valid computerized method of selection and create a list of the Associates selected for random alcohol and drug testing for the Drug and Alcohol Program Administrator. Under the selection process used, each DOT-covered Associate performing safety sensitive and/or security-related functions will have an equal chance of being tested each time selections are made. Random testing must be unannounced and strictly confidential. Once the Associate is notified of the selection, the test must be completed immediately. Random tests will be conducted:

- While the Associate is performing safety-sensitive and/or security related functions
- Before the Associate is to perform safety-sensitive and/or security related functions
- After the Associate has performed safety-sensitive and/or security related functions

The Drug and Alcohol Program Administrator will notify the appropriate management of the Associate selections. Management will in turn notify the designated Associate of random selection and the designated testing site. The Associate must proceed immediately to the designated testing site. The two-hour time limit starts when management issues the Clinic Request form to the Associate. The random selections must be spread out by management throughout the designated two-month time period making the tests unpredictable. Only those Associates on approved leave are excused from performing the test, and only until they return to work. A Medical Review Officer will review all positive and other non-negative results.

REASONABLE SUSPICION

An Associate must submit to a drug test if ROLINC has determined that reasonable suspicion (or cause) exists that the Associate has violated this anti-drug and alcohol program. Observations must be made during, just preceding, or just after the period of workday. ROLINC's policy is that Associates will be withheld from service pending notification of test. Any Associate who is suspected to be under the influence of, or impaired by drugs as shown by behavioral speech or performance indicators, shall not report for duty or be permitted to remain on-duty to perform their normal job functions until a test can be administered.

Reasonable suspicion to test includes but is not limited to the following: Slurred speech, confusion, disorientation, or slow or inappropriate actions, odor of alcohol on breath or person or apparent intoxicated behavior, unsteady gait, or lack of balance, glassy eyes, large or small pupils, rapid, continuous eye movement, or inability to focus, poor coordination, drowsiness, or inattentiveness, tremors or bodily shaking, runny nose or sores around nostrils, etc.

Associate's Signature

Date: