



SUBSTANCE ABUSE/ ALCOHOL & DRUG TESTING POLICIES

Substance Abuse Policy

It is the purpose of MedFirst Staffing, LLC to help provide a drug free environment for our clients and our employees. With this goal and because of the serious drug/alcohol problems in today's workplace, we are establishing the following policy for existing and future employees of MedFirst Staffing, LLC.

MedFirst Staffing, LLC. 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 is strictly forbidden. Being impaired or under the influence of legal or illegal drugs or alcohol off the company or customers premises that adversely affects the employee's work performance, his or her own or other's safety at the workplace, or the employer's reputation will also not be tolerated. The results of all drug/alcohol testing will be treated confidentially, and for no purpose other than for MedFirst Staffing, LLC to make employment related decisions.

Employees of MedFirst Staffing, LLC who test positive, admit to substance/alcohol abuse or refuse a urine/blood test will be subject to termination.

Also, employees of MedFirst Staffing, LLC who test positive or admit to substance/alcohol abuse, will be referred to local public agencies that provide rehabilitation and counseling services.

Alcohol/Drug Testing Consent

I understand that according to MedFirst Staffing, LLC's Substance Abuse Policy for Employees, I may be required to submit a sample of my urine/blood for chemical analysis in the following circumstances:

- A. Pre-Assignment:** To satisfy the need of certain clients, the company may test any employee for controlled substances before the employee will be allowed to report to work.
- B. Suspected Influence:** The Company may require a test whenever an employee's work performance, attendance, conduct, appearance, speech or other behavior on the job creates a reasonable question whether the employee is under the influence of alcohol or other drugs.

- C. Accidents:** The Company may test all employees involved in any accident occurring on company or client premises for drug or alcohol.
- D. Additional Testing:** The Company may conduct any additional testing including random testing and any other testing required by applicable state or federal law or deemed necessary by the company or client.

I understand that this analysis will be conducted in accordance with applicable law. The purpose of this analysis is to determine or rule out the presence of alcohol or non-prescribed or controlled substances in my urine/blood. I further understand that my employment may be terminated immediately if a drug/alcohol test reveals the presence of alcohol or a non-prescription controlled substance in my body. I may be eligible for rehire if I am retested 30 days after my termination and the test results are negative.

I understand that I may request a personal copy of our substance abuse policy for further review.

I hereby release MedFirst Staffing, LLC, its officers, directors, employees, agents, clients, and contractors from any claims, damages, causes of actions, suits or liability whatsoever arising from any action taken pursuant to the alcohol/drug test policy.

Employee Signature Date

Staff Supervisor Signature Date