



Substance Abuse Policy

Professional Medical Staffing intends to provide a drug free environment for our clients and employees; Professional Medical Staffing acknowledges the seriousness of the drug abuse problem in the workplace.

1. Prohibited Activities

The use, possession, solicitation or sale of illegal drugs, narcotics, alcohol, or prescription medication without a prescription on company or client premises is strictly prohibited.

Being impaired or under the influence of illegal drugs or alcohol off the company or customer premises that adversely affects the employee's performance, workplace safety or employer's reputation is strictly prohibited.

2. Drug Testing

Drug testing may be conducted under the following circumstances:

New Applicant Applicant is required to pass a drug screen prior to employment.

For Cause When it is the belief of Professional Medical Staffing and/or a facility that a drug problem exists due to cause, testing will be required.

3. Compliance

Applicants who fail to pass a pre-employment drug test will not be eligible for employment.

Employees who test positive or admit to substance abuse will be subject to disciplinary action up to and including termination.

Applicants and employees who refuse to submit to drug testing as outlined in this policy will not be eligible for employment or continued employment with Professional Medical Staffing.

Employees who test positive or admit to substance abuse may be referred to local agencies that provide rehabilitation and counseling services for treatment at their own expense.



PROFESSIONAL MEDICAL STAFFING, INC.

Creative and compassionate supplemental staffing

4. Confidentiality

Applicants and employees are hereby informed that as a condition of employment, Agency or parties involved in the testing process may be required to provide documentation regarding drug testing to client facilities. The applicant hereby authorizes Professional Medical Staffing to provide this information if required for placement.

Information regarding an individual's drug test results will only be released upon the written consent of the employee or prospective employee except as noted above.

All employee test records will be held in confidence; however, the testing laboratory will disclose information related to a positive drug test of an individual to that individual, Professional Medical Staffing, or the decision maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test.

Any employee subject to testing under this policy shall, upon written request to Professional Medical Staffing, have access to any records relating to his/her drug testing and any records relating to the results of any relevant certification, review or revocation of the certification proceeding.

5. Regulatory Compliance

Any provisions of this policy that may be in compliance with any local, state, or federal law will be applied so as to comply with any such law.

I have reviewed and understand the contents of this policy.

I understand and agree to submit to a urine, blood or hair specimen for testing under conditions outlined in this policy. I further understand and agree that if I am involved in any accident or unusual occurrence that requires medical treatment, the treating physician may order testing that includes a urine, blood or hair specimen.

I hereby hold harmless all parties concerned with and involved in the process of administering such drug testing.

I hereby attest that I have read and understand this policy and that I must comply as a condition of employment.

Signature

Date