

PREMIER ELECTRICAL STAFFING, LLC

DRUG FREE WORKPLACE POLICY

The use, manufacture, purchase, sale, offer for sale, distribution or possession of any illegal drugs or controlled substances on *Premier Electrical Staffing, LLC* premises is prohibited, as is being under the influence of illegal drugs or controlled substances upon reporting to work, while working, or on duty at any *Premier Electrical Staffing, LLC* client property or in a *Premier Electrical Staffing, LLC* vehicle. Reporting to work or working while under the influence of alcohol is also prohibited.

Violation of this policy may lead to disciplinary action up to and including termination.

Any associate who has information concerning possible violations of *Premier Electrical Staffing, LLC's* Drug Free Workplace policy should contact Human Resources. Similarly, if a supervisor suspects that an associate has a drug or alcohol abuse problem, the supervisor should contact Human Resources.

Associates who voluntarily come forward to management, prior to a situation requiring testing based upon reasonable suspicion and who cooperate with the Company with regard to treatment, may not be subject to discipline. An associate who requests a leave of absence to enter a drug or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave of absence, as required by law, to enroll in such a program if such an accommodation is not an undue hardship on the Company. Associates voluntarily entering a drug or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. Associates returning to work following satisfactory completion of a rehabilitation program may be subject to drug or alcohol tests without prior notice for up to one (1) year following the return date. A recurrence of a positive drug or alcohol test following return to work may lead to disciplinary action up to and including termination.

If there is a reasonable suspicion that an associate is under the influence of alcohol or drugs while on duty, the associate will be required to take a drug or alcohol screen at a certified laboratory or collection site.

***Premier Electrical Staffing, LLC* will perform drug testing in the following situations:**

- Pre-Employment
- Reasonable Suspicion
- Post Injury, where reasonable cause exists that an associate is under the influence of alcohol, drugs, or controlled substances; or
- Random testing for "safety sensitive" positions in California, and as permitted by law in other states

The following may result in disciplinary action up to and including termination of employment:

- Drug screen results that are positive (based on federally prescribed cut-off levels) for prohibited drugs
- Alcohol screen results that indicate an alcohol level of 0.04% or greater
- Refusal to participate in the screening process
- Any attempt to alter, falsify or intentionally contaminate a drug test

Employee Name (Print)

Employee Signature and Date