

DRUG-FREE WORKPLACE POLICY

COMPLIANCE WITH STATE AND FEDERAL LAWS

1. StaffCo is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on client premises. Violation of this policy may result in the imposition of employment discipline as defined for specific employee categories by existing company policies, statutes, rules, regulations, employment contracts and labor agreements. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

CONTROLLED SUBSTANCE POLICY

2. The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students and members of the general public. Therefore, StaffCo encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and treatment. Employees may obtain this information anonymously either through self-referral or by direction of their supervisor. Employees who are engaged in work under a federal contract may be required to submit to tests for illegal use of controlled substances as provided by the law or regulations of the contracting agency.

CONDITION OF EMPLOYMENT

3. The employee will abide by this statement and notify his/her supervisor if he or she is convicted of a criminal drug offense occurring in the workplace within five days of the conviction.

DRUG-FREE WORKPLACE ACT OF 1988

4. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress and shall be interpreted and applied in accordance with this law and the rules and regulations promulgated pursuant thereto.