

# DOT SUBSTANCE ABUSE POLICY

### DRIVER INFORMATION

It has been estimated that American companies spend over one hundred billion dollars each year on the consequences of substance abuse in the workplace. This considerable amount of money covers the costs of absenteeism, accidents, and equipment damage, as well as the increased medical costs and insurance premiums that accompany such events.

We know, for example, that health insurance costs for employees with alcohol problems are about twice those of other employees. It has also been estimated that employees who abuse alcohol or drugs have two times as many accidents, three times as many vehicular accidents, and use three times as much sick time as those who do not.

The financial cost of substance abuse is substantial; however, the emotional impact of losing a friend, co-worker, or family member to drugs or alcohol is even greater. In fact, there is no way to calculate the enormity of this kind of loss.

Each of us reacts differently to drugs and alcohol, but one thing is clear – these substances affect our judgment and our ability to perform. The danger of abusing these substances becomes especially clear when a motor vehicle is added to the picture.

In an effort to prevent the effects of substance abuse in the transportation industry, the Federal Highway Administration of the Department of Transportation, the DOT, has expanded its current drug and alcohol regulations for federal motor carriers. These regulations can be found in Title 49, the Code of Federal Regulations Part 382, entitled "Controlled Substances & Alcohol Use and Testing" and Part 40, entitled "Procedures for Transportation Workplace Drug Testing Programs."

To maintain a drug-free work force and eliminate the safety risks, lost time, and reduced productivity that results from the use and influence of alcohol and/or drugs in the workplace, Staffing Companies, Inc., hereafter referred to as the Company, has adopted a substance abuse policy. The intention of this policy is to make the Company a safer place to work.

# **POLICY STATEMENT**

The use, possession, purchase, sale, or manufacture of alcohol, illegal drugs, or non-prescribed drugs, or being under the influence of alcohol, illegal drugs, or non-prescribed drugs while on Company property, while operating Company vehicles, or while engaging in Company business is strictly prohibited.

### **EMPLOYEES SUBJECT TO TESTING:**

All applicants for full or part-time positions at the Company and all full-time employees being considered for, or currently performing safety sensitive duties as defined by Title 49 of the Code of Federal Regulations. This applies to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements of 49 CFR part 383.

### ALCOHOL

Alcohol refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

No employee shall report for or remain on duty requiring the performance of safety-sensitive functions while having a blood alcohol concentration of 0.04 or greater.

No employee shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

No employee shall use alcohol while performing safety-sensitive functions. No employee shall perform safety-sensitive functions within four hours after using alcohol.

No employee required to take a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

### **CONTROLLED SUBSTANCES:**

The U.S. Department of Transportation (DOT) requires testing for amphetamines, cannabinoids, cocaine, opiates, phencyclidine, and illegal substances or non-prescribed drugs.

 No employee shall report for or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.

No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the employee tests positive for controlled substances.

## PRESCRIBED MEDICATIONS:

All employees in safety-sensitive functions taking prescribed medications that could impair their ability to safely operate a commercial vehicle or perform related activities associated with loading, unloading, inspection, maintenance, or other activities classified as "on duty time" per 49 CFR 395.2 must report this to their immediate supervisor or substance abuse manager as directed by this policy.

## QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT

# PROHIBITED CONDUCT:

The Company prohibits any alcohol misuse, drug use, and/or adulterating of specimens which could affect performance of safety-sensitive functions. The following are examples of prohibited substance use.

#### Alcohol

- Use while performing safety-sensitive functions.
- Use less than four hours before performing any safety-sensitive function.
- Reporting for duty or remaining on duty to perform safety-sensitive functions with a blood alcohol concentration of 0.04 or greater.
- Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- Use during the eight hours following an accident, or until the employee undergoes a post-accident test.
- Refusal to take a required test.

NOTE: An employee found to have a blood alcohol concentration of 0.02 or greater, but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least a period of 24 hours.

### **Controlled Substances**

- Use of any drug, except by doctor's prescription. If the drug has been prescribed, the employee must be advised by the physician that the medication will not adversely affect the ability to safely operate the CMV.
- Testing positive for drugs.
- Refusal to take a required test.

# **CONSEQUENCES AND DISQUALIFICATIONS:**

The employee shall not perform or be permitted to perform a safety-sensitive function if any of the above listed prohibitions are violated.

# **TESTING CIRCUMSTANCES**

# PRE-EMPLOYMENT TESTING:

All applicants for part-time or full-time safety-sensitive positions as well as all persons transferring from non-safety-sensitive positions at the Company will be directed to submit to a Controlled Substance test. A drug test will be conducted during the pre-employment process and a negative drug test result must be received before a final offer of employment is made.

# **POST-ACCIDENT TESTING:**

If any employee in a safety-sensitive position, while operating a Company vehicle or equipment, is involved in an accident that involves a fatality, or any accident in which the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, of if any vehicle involved was towed or any person in any vehicle involved was transported for medical treatment, that employee will be required to submit to an Alcohol and a Controlled Substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible. The alcohol test must be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employee's responsibility to notify the Company immediately to insure actions are taken to meet the testing requirements. The driver must refrain from using alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

The drug test must be administered within 32 hours following the accident. The driver must remain available for testing, of the Company will consider the driver to have refused to submit to testing.

NOTE: Nothing in this requirement should be construed as to require the delay of necessary medical attention for injured people following an accident.

### RANDOM TESTING:

All employees of the Company in safety-sensitive positions will be subject to random testing for alcohol and controlled substances. Random testing will be done on percentage basis in fair and equal manner.

For alcohol testing an employee shall only be tested while the employee is performing safety-sensitive functions, immediately prior to performing, or immediately after performing safety-sensitive functions.

For drug testing an employee may be tested at any time the employee is at work for the Company.

Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout the year. Employees when notified that they have been selected for random testing will proceed immediately to the collection site.

### **REASONABLE SUSPICION TESTING:**

Any employee in a safety-sensitive position, while on Company property, while operating a Company vehicle, or while engaging in Company business, acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated this policy, he/she will be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the Company.

### **ALCOHOL TESTING METHODOLOGY**

### **BREATH ALCOHOL TECHNICIAN (BAT):**

Alcohol testing will only be performed by a certified Breath Alcohol Technician (BAT) trained and certified in the principles of Evidential Breath Testing Devices (EBT) methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required for obtaining a breath sample and interpreting and recording EBT results.

## **EVIDENTIAL BREATH TESTING DEVICES (EBT):**

Alcohol testing will only be performed using Evidential Breath Testing Devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA).

Alcohol testing must be either performed by a Certified BAT employed by the Company or an outside BAT. All alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested. Unauthorized persons will not be permitted access to the testing location when a test is in progress. Alcohol testing will be performed using only the U.S. Department of Transportation Breath Alcohol Testing Form.

# **ALCOHOL TESTING PROCEDURES**

Using the Evidential Breath Testing Device the certified Breath Alcohol Technician will open an individually sealed mouthpiece and attach it to the EBT. The employee will be instructed to blow into the mouthpiece forcefully until an adequate amount of breath has been obtained.

The EBT will record the result and display it on the device and print the result immediately. The result will be recorded on the Breath Testing Form and attached to the form with tamper proof tape.

When the result is less than 0.02, no further testing is authorized and the result will be transmitted to the Company in a confidential manner and will be stored to insure confidentiality is maintained.

When the result is 0.02 or greater, a confirmation test must be performed to verify the initial test. The confirmation test will be conducted no less than 15 minutes and no more than 20 minutes after the initial test. In the event the initial and confirmation test results are different, the confirmation test result is deemed to be the final result upon which any action under the terms of this policy shall be based.

Following the completion of the test, the BAT will date the form and sign the certification on the form. The employee will sign the certification and fill in the date on the form. This insures that each employee is attesting to the fact that the reported result is specific to the employee.

Refusal to test will be treated the same as if the result is 0.04 or greater.

The Company will maintain alcohol and drug test results in a secure and confidential manner, so that disclosure of information to unauthorized persons does not occur. Employee information shall only be released as required by law or as expressly authorized.

- An employee shall have access to any of his/her alcohol and drug testing records upon written request.
- The Company must allow any DOT authorized agency access to facilities and records in connection with the Company's alcohol misuse and drug abuse prevention program.
- When requested, the Company shall disclose post-accident testing information to the National Transportation Safety Board as part of an
  accident investigation.
- The Company will make records available to a subsequent employer upon receipt of a written request from the employee.
- The Company may disclose information to the employee or to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. This may include worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

If an employee attempts but fails to provide an adequate amount of breath the Company will be immediately notified and will direct the employee to obtain, as soon as practical, an evaluation from a licensed physician who is acceptable to the Company concerning the employee's medical ability to provide an adequate amount of breath. If the physician determines that there is a medical reason that prevents the employee from providing an adequate amount of breath, he/she will provide the Company with a written statement of the basis for his/her conclusion.

If the physician determines there is no medical reason to prevent the employee from providing an adequate amount of breath, he/she will provide the Company with a written statement of the basis for his/her conclusion and it will be regarded as a refusal to take the test. The terms of this policy will then be administered.

# **SPECIMEN COLLECTION PROCEDURES**

Specific guidelines will be followed in urine specimen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines a clear and well documented procedure for collection, shipment and accession of urine specimens from the Company to the laboratory. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

The Company may choose to do urine specimen collections in-house or utilize the services of and outside source, which may be a doctor's office, clinic, hospital or other facility that meets security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which includes a toilet for completion of urination, a source of water for washing hands and, where practicable, excluded from the area provided for urination.

No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of the collection site person. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container.

When reporting to a collection site for specimen collection, each employee will be required to provide a photo I.D. Employees will be asked to remove all unnecessary outer clothing garments (coat, jacket, etc.), and secure all personal belongings (individual may retain his/her wallet).

Employees will be allowed to provide his/her specimen in the privacy of a stall. A split sample method of collection will be used. At least 45 ml of urine must be collected, 30 ml to be used as the primary specimen and 15 ml to be used as the split specimen. Both bottles will be shipped in a single container.

If the collection site person believes tampering of adulteration has occurred, a second specimen shall be collected immediately under the direct observation of a same gender collection site person. Both samples will be sent to the lab.

Refusal to test will be handled the same as a verified positive result.

In all cases the employee and the collection site person shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the employee will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

### SPECIMEN TESTING METHODOLOGY

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis.

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

# REPORTING OF RESULTS:

The laboratory is required to report the test results directly to the Company's Medical Review Officer (MRO) within 5 working days. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by the Company and the drug testing laboratory identification number.

# **REVIEW OF RESULTS / MRO:**

The medical review officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO may be an employee of the Company or one contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through verification process will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the Company as prescribed below.

If during the course of an interview with an employee who has tested positive, the MRO learns of a medical condition which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO may report that information to the Department of Transportation (DOT) or to the Company.

The MRO will notify each employee who has confirmed a positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, the Company, and the employee. A request for testing of the split sample and associated costs are the responsibility of the employee.

If the MRO, after making and documenting all reasonable efforts is unable to contact the tested person, the MRO will contact a designated management official of the Company to arrange for the employee to contact the MRO prior to going on duty. Within 5 days after a documented contact by designated management official of the Company instructing the employee to contact the MRO, the employee has not done so; the MRO will verify the test positive and report it to the Company.

# **DISCIPLINE AND CONSEQUENCES**

#### PRE-EMPLOYMENT / PRE-DUTY:

An applicant for part-time, full-time, or transfer from non-safety-sensitive to a safety-sensitive position with a verified positive controlled substance test result will be denied employment.

### **REASONABLE CAUSE:**

Any employee of the Company subject to the terms of this policy, as a result of reasonable cause testing, with a verified positive controlled substance test result and/or an alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04, the employee will be subject to disciplinary action including, but not limited to, a twenty-four (24) hour suspension followed by a retest of the employee's Breath Alcohol content at his/her expense.

#### POST-ACCIDENT:

Any employee of the Company subject to the terms of this policy, as a result of a post-accident test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to termination. If terminated, the employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04, the employee will be subject to disciplinary action including, but not limited to, a twenty-four (24) hour suspension followed by a retest of the employee's Breath Alcohol content at his/her expense.

#### RANDOM:

Any employee of the Company subject to the terms of this policy, as a result of a random test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to termination. If terminated, the employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not limited to, a twenty-four (24) hour suspension followed by a retest of the employee's Breath Alcohol content at his/her expense.

# SUBSTANCE ABUSE PROFESSIONAL (SAP) SERVICES

Unlimited Visions Aftercare, Inc. 5527 Lawndale Street Houston, TX 77023 (713) 921-2276 Minnesota Adult & Teen Challenge 1619 Portland Ave. S. Minneapolis, MN 55404 (612) 333-4111 Chemical Dependence Counseling, Inc. 1 W Broughton Street Savannah, GA 31401 (912) 447-5566

In all cases with a verified positive controlled substance test result and/or a confirmed alcohol breath test result the employee will be referred to a Substance Abuse Professional (SAP) for evaluation, referral, and treatment. The referral to the SAP applies when the employee is terminated.

Supervisory training as required by DOT will be provided to all employees in safety-sensitive positions.

If an employee should approach the Company for assistance through rehabilitation for drug abuse or alcohol abuse prior to a testing request by the Company, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued at the expense of the terminated employee. If an employee is terminated, the Company will not be obligated to provide assistance beyond the last day of employment.

Due to the nature of the work at Staffing Companies, Inc., we reserve the right to test any employee for drug and/or alcohol abuse at any time. All employees, DOT and non-DOT, will be subject to this Drug and Alcohol policy. If an employee admits a drug and/or alcohol abuse problem, Staffing Companies, Inc. will allow reasonable amount of time, up to a maximum of sixty days, away from work for rehabilitation. Payment for the rehabilitation will be the employee's responsibility. Staffing Companies, Inc. will offer employment completion of the rehabilitation, if work is available. The will not be considered a positive test.

Staffing Companies, Inc. has a no tolerance policy, which means any employee testing positive for drugs and/or alcohol will be terminated and will not be eligible for employment at Staffing Companies, Inc. in the future.

# **CATEGORIES SUBJECT TO TESTING**

All drivers who hold a Commercial Driver's License, who work part-time or full-time for Staffing Companies, Inc. are subject to the controlled substance testing provisions in Part 382.

# **SAFETY-SENSITIVE FUNCTIONS:**

All drivers are considered to be performing safety-sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform as a driver of a commercial motor vehicle. These functions are further defined as:

- Time at a terminal, facility, or other property waiting to be dispatched.
- Time inspecting equipment as required, or servicing/conditioning a motor vehicle.
- Driving.
- Time spent in or on any commercial vehicle.
- Time spent loading or unloading a vehicle or remaining in readiness to operate a vehicle.
- Time spent supervising or assisting loading or unloading a vehicle.
- Time spent attending a vehicle being unloaded.
- Time spent performing driver requirements relating to accidents.
- Time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

### PROHIBITED CONDUCT:

Specifically, all drivers who are performing safety-sensitive functions must comply with the following:

- No driver shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
- · No driver shall possess alcohol, unless the alcohol is manifested and transported as part of a shipment.
- No driver shall use alcohol while performing safety-sensitive functions.
- No driver shall perform safety-sensitive functions within four hours of using alcohol.
- No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- No driver shall refuse to submit to a post-accident; random; reasonable suspicion; or follow-up, alcohol or controlled substances test.
- No driver shall report for duty or remain on duty when the driver uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. (The employer may require a driver to inform the employer of any therapeutic drug use.)
  - o NOTE: The use of another individual's prescription medicine may be considered prohibited controlled substance use.

No driver shall report for duty, remain on duty, or perform a safety sensitive function, if the driver tests positive for controlled substances.

### TYPES OF TESTING:

The following alcohol and controlled substance tests will be performed. In order for the driver to be allowed to perform safety-sensitive functions, a negative result for controlled substances and an alcohol concentration of less than 0.02 will be necessary. A concentration between 0.02 and 0.039 will result in a 24-hour disqualification. A concentration of 0.04 will result in a positive test.

- **Pre-employment**: administered prior to a driver performing safety-sensitive functions for the first time for an employer. (Controlled substance testing only.)
- **Post-accident**: administered as soon as practicable, following an accident/incident involving a motor vehicle, if there is a fatality, or if the driver is cited for a moving traffic violation. (We must test for alcohol within 8 hours of the accident, and controlled substances within 32 hours.)
- Random: administered if a driver's name is selected in a random drawing, conducted periodically throughout the year. Drivers notified of a random selection must submit immediately for testing.
- Reasonable suspicion: administered if the employer has reasonable suspicion to believe the driver is in violation of any of the prohibitions listed above.
- **Return to duty**: administered prior to a driver returning to duty, following a "positive" controlled substances or alcohol test. We must also administer a return to duty test if a driver is disqualified from the random pool for any reason, and then re-enters the random pool.
  - o NOTE: Staffing Companies, Inc. strictly enforces a zero tolerance policy and will not be utilizing "return to duty" testing.
- Follow-up: if a driver has refused to test or tested positive, and wishes to be requalified to perform safety-sensitive functions, he/she must be counseled by a Substance Abuse Professional (SAP), follow the recommended program, and then produce a negative "return to duty" test result. The SAP will then direct the Company to administer a minimum of six "follow-up" tests in the next 12 months. This number may be increased by the SAP. The Company will select the times for the follow-up tests.
  - o NOTE: Staffing Companies, Inc. strictly enforces a zero tolerance policy and will not be utilizing "follow-up" testing.

## **TESTING PROCEDURES:**

All testing will be performed with procedures that are outlined in the Code of Federal Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

### IF AN EMPLOYER RECEIVES A REPORT OF A DILUTE SPECIMEN:

- As the employer, if the MRO informs you that a positive drug test was dilute, you simply treat the test as a verified positive test. You must not direct the employee to take another test based in the fact that the specimen was dilute.
- As an employer, if the MRO informs you that a negative test was dilute, take the following action:
  - 1) If the MRO directs you to conduct a recollection under direct observation (i.e. because the creatinine concentration of the specimen was equal to or greater then 2mg/dL, but less than or equal to 5mg/dL (see §40.155(c)), you must do so immediately.
  - 2) Otherwise (i.e. if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), you may, but are not required to, direct the employee to take another test immediately.
    - a. Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation (see §40.67(b) and (c)).
    - b. You must treat all employees the same for this purpose. For example, you must no retest some employees and not others. You may, however, establish different policies for different types of tests (e.g., conduct retests in pre-employment situations, but not in random test situations). You must inform your employees in advance of your decisions on these matters.

- The following provisions apply to all tests you direct an employee to take under paragraph (b) of this section:
  - 1) You must ensure that the employee is given the minimum possible advance notice that he/she must go to the collection site:
  - 2) You must treat the result of the test you directed the employee to take under paragraph (2) of this section and not a prior test as the test result of record, on which you rely for purposes of this part;
  - 3) If the result of the test you directed the employee to take under paragraph (2) of this section is also negative and dilute, you are not permitted to make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs you to conduct a recollection under direct observation under paragraph (2)(1) of this section, you must immediately do so.
  - 4) If the employee declines to take a test you directed him/her to take under paragraph (2) of this section, the employee has refused the test for purposes of this part and DOT agency regulations.

# **CONSEQUENCES OF PROHIBITED CONDUCT:**

Any driver who engages in conduct prohibited by Part 382 will be immediately removed from performing any safety-sensitive function. In addition, the driver will be subject to termination form his/her employment with Staffing Companies, Inc.

### **REFUSAL TO TEST:**

If any driver refuses to test under the conditions outlined in Part 382, the refusal will be treated as a positive test result, and will be subject to consequences of a positive test.