

JOBS PLUS

DRUG AND ALCOHOL POLICY

Purpose

Jobs Plus, Inc. has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the staff members, the communities in which we live and work, the people to whom we provide services to and the public in general. The goal of Jobs Plus, Inc. is, therefore, to provide our staff and individuals we provide services to a work place environment which promotes a safe and healthy environment.

In order to meet that goal, we hereby endorse an anti-drug and alcohol policy utilizing the general guidelines of the U.S. Department of Transportation drug and alcohol policy and regulations.

DRUG AND ALCOHOL POSSESSION AND USE PROHIBITED

1. The abuse of drugs/alcohol on or off the job affects job performance. Therefore, Jobs Plus, Inc. prohibits the use, possession, sale, manufacture and/or distribution of alcohol and illegal/controlled substances and/or drug-related paraphernalia on Jobs Plus premises or while performing duties for Jobs Plus while away from company premises and/or during working hours.
2. For the purpose of this policy the term "Company premises" includes all property owned, leased, used or under the control of Jobs Plus including but not limited to Jobs Plus' facilities, parking areas, land, all work locations, vehicles, and equipment.
3. The substances prohibited by this policy include any illegal or unlawfully obtained drugs or controlled substances; "designer" or synthetic drugs; "over the counter" or prescription medications not being used for purposes or in the manner intended; mood or mind-altering substances; and alcoholic or intoxicating beverages.

Exception: This prohibition does not include the authorized and reasonable consumption of alcohol by an employee of legal drinking age at functions or activities sponsored by Jobs Plus, Inc. Responsible, professional, business-like behavior is expected of employees (including management) at all times. Inappropriate, unprofessional behavior associated with alcohol consumption may subject employees (including management) to disciplinary action up to and including termination.

4. Compliance with this policy will be required by Jobs Plus, Inc. for continued employment of all employees. The presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours may be deemed in violation of this policy, regardless of when or where the substance entered the employee's system.

TESTING OF EMPLOYEES

Any currently employed person in a position that requires them to operate a motor vehicle and/or who perform safety sensitive functions are subject to drug testing.

Pursuant to regulations by the U.S. Department of Transportation, Jobs Plus, Inc. may request current employees to submit to a drug/alcohol test in certain circumstances, including;

1. Random: Jobs Plus, Inc. has selected Medtox (certified by the U.S. Dept. of Human Services) to conduct the drug/alcohol screening. Jobs Plus, Inc. has selected Waseca Medical Center as the collection site. When staff are hired, their name goes in to a pool at Medtox. Medtox will randomly select individuals for drug/alcohol testing. An employee may be selected more than once in a year to provide testing. The employee will be notified of the testing shortly before the test is to commence.

2. Reasonable suspicion: When an employee's conduct, actions, or behavior reasonably leads management to suspect that the employee may be using or under the influence of drugs/alcohol on Jobs Plus premises or while performing duties for Jobs Plus while away from the premises and/or during work hours. If at all possible, the conduct, appearance or actions of the employee should be observed by at least two supervisors. If not feasible, only one supervisor needs to witness the conduct. If there is reasonable cause that a staff member is under the influence of drugs/alcohol, the staff member shall be suspended without pay until the results of the test are confirmed. If the test comes back negative, the staff will be compensated for the work time missed.

3. Post accident: As soon as practicable following an accident involving a motor vehicle, an employee will be required to submit an alcohol test if one or all of these circumstances are involved; (1) the accident involved the loss of life. (2) If the employee receives a citation within 8 hours of the occurrence for a traffic violation arising from the accident if the accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident. (3) If one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an accident involving a motor vehicle, an employee will be required to submit a drug test in one or all of these circumstances are involved; (1) the accident involved the loss of a life. (2) If the employee receives a citation within thirty-two hours of the occurrence for a moving violation arising from the accident if the accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident. (3) One or more motor vehicles incurring disabling damages as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

4. Return to duty and follow up: Any employee who has violated the prohibited use of drugs/alcohol must submit to a drug and/or alcohol test prior to engaging in safety sensitive functions. The cost of this test will be at the employee's expense. Follow-up tests are unannounced. At least 6 tests must be conducted in the first 12 months after an employee returns to safety sensitive functions. Follow-up testing may be extended for up to 60 months following return to duty. All of these tests are at the expense of the employee.

5. An employee's refusal to submit to a requested test may be considered an act of insubordination justifying discipline, up to and including immediate termination.

USE OF LEGAL AND PRESCRIPTION DRUGS AUTHORIZED BY A PHYSICIAN

Certain legal and prescription drugs can produce changes in individuals that might indicate intoxication or illegal drug use and could result in a "positive" result on a screening test. Employees may continue to work for Jobs Plus while

taking prescription drugs at the direction of a doctor for the treatment of an illness or non-prescription drugs used for the purposes and in the manner intended, provided the medication does not adversely affect the employee's ability to perform their work in a safe and efficient manner. You must consult with Judy Thomas, RN in regards to any medication you may be taking and the dosage. Jobs Plus reserves the right to determine if you can continue to provide safety sensitive functions.

CONVICTION OR PROBATION UNDER A CRIMINAL DRUG LAW

Employees must notify the Executive Director within five days of any conviction or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance. Failure to report a conviction or guilty plea will result in termination of employment.

The Executive Director and/or another designated employee will notify the appropriate law enforcement agency when there is reasonable suspicion to believe that an employee may have illegal drugs in his/her possession. Where appropriate, Jobs Plus will also notify licensing boards.

TESTING PROCEDURES

1. When feasible, the employee asked to submit to testing will be informed of the reasons, cause or action leading to the request.
2. Employees will complete a consent form for testing each time a test is requested. Refusal to sign the form is considered a violation of this policy, and the employee may be subject to disciplinary action up to and including termination.
3. Any staff with a positive test result is automatically ineligible to operate a motor vehicle or perform a safety-sensitive function until it can be confirmed if the positive result was due to a legal prescription prescribed by a physician. If those results are confirmed that they were not due to a legal prescription prescribed by a physician, then the individual will be subject to disciplinary action up to and including termination.
4. Test results will be returned to the Registered Nurse for review with the employee. Test results will be maintained in a confidential manner in a separate file not part of the employee's personnel file.
5. Jobs Plus will keep the results of any drug/alcohol tests confidential. Test results and voluntary reports of drug and alcohol problems will not be revealed to any person except those persons whom Jobs Plus believes have a need to know because of such reasons as supervision of the employee involved, personnel administration or as otherwise deemed necessary or proper by Jobs Plus or as required by law.

PENALTY FOR VIOLATING POLICY

1. Failure to comply with the provisions of this policy will be grounds for disciplinary action up to and including immediate discharge.
2. If an employee voluntarily reports a substance abuse problem **BEFORE** any circumstances warranting testing and/or disciplinary action occurs, the employee may request leave time or a leave of absence under appropriate company leave policies for a period not to exceed twelve weeks. An extension of the leave may be granted, within the exclusive discretion of Jobs Plus, Inc. The cost and expenses of any treatment or any counseling program will be the sole responsibility of the employee, subject to benefits available, if any, under any applicable employee benefit program. Jobs Plus may request certification that the employee has continued in treatment during the granted leave period. If the employee does not continue proper treatment during the granted leave, the employee will be subject to disciplinary

action up to and including immediate termination. Any employee who does not fully comply with Jobs Plus' requirements for a leave that is granted may be subject to immediate termination. Employees who return to work following such voluntary treatment may be tested periodically at the request of Jobs Plus to ensure that they stay drug-free. This testing will be at the expense of the employee. If an employee subsequently has a positive test, they will immediately be discharged.

OFF THE JOB ILLEGAL DRUG USE, POSSESSION, SALE OR OTHER SUCH ACTIVITY

Off the job illegal drug use, possession, sale or other such activity could adversely affect an employee's job performance, jeopardize the safety of other employees and consumers, and company equipment, property and reputation, as well as endanger the general public. Such off the job conduct or activity may be deemed a violation of this policy and could result in disciplinary action up to and including termination. In deciding the appropriate disciplinary action to take in regard to such off the job drug use, possession, sale or other such activity, management will take in to consideration the nature of the activity charged, the employee's total record with Jobs Plus, and other factors deemed relevant by Jobs Plus for the protection of Jobs Plus' total operation.

Staff Rights:

1. You shall receive a copy of this policy before any drug testing can be required.
2. All drug tests are paid for by Jobs Plus, Inc. except where a staff person requests a confirming re-test or you test positive for any illegal substance that is not a prescription drug used under the direction of a physician and are required to submit additional testing.
3. You have the right to refuse drug/alcohol testing subject to the consequence of possible dismissal.
4. You have the right to know the test results.