



DRUG AND ALCOHOL FREE POLICY AND TESTING PROGRAM FOR FIELD EMPLOYEES

Policy

First Assist expects all field employees to carry out their duties for First Assist clients in a professional and productive manner and in a manner that maintains and enhances the First Assist name and image. It is First Assist's policy that no First Assist field employee may provide services to a First Assist client or engage in Company business while under the influence of non-prescribed or controlled substances or alcohol.

First Assist has developed this Drug and Alcohol Free Policy and Testing Program for Field Employees (the "Policy") for the purpose of providing information about the Policy, the consequences of violating the Policy, the circumstances in which testing will be required and the procedures for testing. Upon commencement of employment, each field employee is required to acknowledge receipt of this Policy by signing the Acknowledgment, Informed Consent and Release of Liability in the form attached to this Policy.

The Policy may be modified from time to time at the sole discretion of First Assist. This Policy is subject to applicable law.

Consequences of Violation of Policy

Violation of the Policy will result in discipline, which may include suspension of a current assignment, immediate termination of a current assignment, cancellation of a scheduled assignment or termination of employment with First Assist.

Under certain circumstances, and subject to applicable law, an employee may be eligible for re-hire if he/she is re-tested at least thirty (30) days after termination and the test results are negative.

Testing Program

1. Circumstances in which testing will be required. Subject to applicable law, every field employee is under an obligation, as an express condition of continued employment with First Assist, to submit to alcohol and/or drug abuse testing if requested to do so. Testing may be conducted in the following circumstances:

- Pre-assignment - when required by the client, the employee must be tested before the assignment commences.
- Reasonable Suspicion - First Assist or the client may require a test whenever an employee's work performance, attendance, conduct, appearance, speech or other behavior on the job creates a reasonable question as to whether the employee is under the influence of alcohol or other drugs.
- Post-accident - any employee who is involved in an accident on First Assist or client premises may be required to be tested within twenty-four (24) hours after the accident.
- Re-testing - if an employee who was terminated after a positive test wishes to be considered for re-hire, he/she must submit to a re-test.
- Additional Testing - First Assist may conduct additional or periodic testing required by applicable state or federal law or if deemed necessary by First Assist or a client.

2. Testing Procedure. When the conditions arise that, in the sole discretion of First Assist, justify testing, the field employee to be tested will be notified by his/her staffing specialist or recruiter. Collection of specimens (normally a urine sample) will ordinarily be done on the premises of the laboratory that will do the analysis. Employees will receive directions from his/her staffing coordinator at First Assist as to how to make the appropriate arrangements to provide the samples needed. If testing is to be conducted by the client facility, the employee may receive, and should follow, directions from the client.

If the employee to be tested has recently taken medication(s) for which he/she has a valid prescription from a licensed health professional, the employee should disclose to the individual(s) administering the tests what the medication(s) is/are. Such information will generally not be made available to First Assist.

3. Protocol for Positive Test Results . Subject to applicable law, First Assist will ordinarily follow these procedures if there is a positive test result: If positive test results are obtained, First Assist will confirm the test with the laboratory. The employee may request independent testing, at the employee's expense, of the same specimen for verification of the test results by the same laboratory that performed the initial analysis or by another laboratory. Within thirty (30) days from the date of testing, First Assist will provide the employee with all of the following information, either in person or by certified mail:

- A copy of the laboratory test indicating the test results.
- A copy (or another copy, if one has previously been given) of this Policy.
- Written notice of the disciplinary action to be taken pursuant to this Policy.
- A written notification of the employee's right to request an independent test