



JOHNSON SERVICE GROUP

DRUG AND ALCOHOL TESTING POLICY (CA)

Purpose of Guideline

It is the intent of the Company to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the Company. Employees who are under the influence of a drug or alcohol on the job compromise the Company's interests, and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of client relations.

The use of alcohol or illegal drugs while on Company premises, using Company property or while conducting Company business is strictly prohibited. Further, the manufacture, dispensation, possession, sale and/or distribution of legal and/or illegal drugs is prohibited while on Company property or while conducting Company business.

Drug and Alcohol Testing

- When Testing Will Occur
 - All offers of employment will be conditioned upon the successful outcome of a post-offer, pre-employment drug test.
 - In addition, a drug and/or alcohol test will be required of an employee when there is "reasonable suspicion" that the employee has violated this Drug-Free Workplace Policy. Whenever possible, the referral of an employee for "reasonable suspicion" testing will be based upon the observations of a supervisor and the concurrence of the Human Resources Manager. "Reasonable suspicion" means suspicion reasonably drawn from specific, objective facts and reasonable inferences drawn from such facts and may include, among other things:
 - Observable phenomena, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol, such as but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, changes in affect, dynamic mood swings, etc.;
 - A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents) which appears to be related to substance use and does not appear to be attributable to other factors;
 - The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking;
 - A report of alcohol or other drug use provided by a reliable and credible source; or,
 - Repeated or flagrant violations of the company's safety or work rules, which are determined by a supervisor to pose a substantial risk of physical injury or property damage and which appear to be related to substance use or substance use that may violate the agency's Drug-Free Workplace Policy, and do not appear attributable to other factors.
 - Some employees may be subject to annual or periodic job-related physical examinations conducted consistent with business necessity. A drug and/or alcohol test may be administered in connection with such examinations.
 - *San Francisco employees only:* Testing will occur only where there are reasonable grounds to believe that an employee's faculties are impaired on the job and the employee is in a position where such impairment presents a clear and present danger to the physical safety of the employee, another employee or members of the public. The employee will be permitted, at the employer's expense, the

opportunity to have the sample tested or evaluated by a State licensed independent laboratory/testing facility. The employee will also be permitted the reasonable opportunity to rebut or explain the results.

- How Testing Will Occur
 - All drug testing will be conducted by a government-certified laboratory, and collection of substance abuse testing samples will be by the split-sample collection method conducted by trained collection personnel who follow established protocols for respecting personal privacy and the integrity of chain-of-custody requirements as recommended by the Federal Department of Health and Human Services.
 - All drug testing will include urinalysis for 9 drugs and a confirmatory test for all initial positive test results. A drug test will be reported as positive if the confirmatory test is positive and a Medical Review Officer, after consultation with the employee (if possible), determines that the result is positive. No positive test result will be reported to law enforcement authorities unless required by a regulatory body or by criminal law provisions. An alternative testing method may be used if required to accommodate a disability recognized under federal and/or state law.
 - All alcohol testing will include breath or saliva or blood testing. A confirmatory test for all initial positive results will be conducted and, in the case of breath or saliva, the confirmatory test will utilize an evidential breath test (EBT). An alcohol test which confirms positive at greater than .01 percent blood alcohol content (BAC) will be considered a positive test result under the Drug-Free Workplace Policy.
- Test Results
 - Employees have the right to receive, upon request, a written copy of their test results. Employees also have the right to obtain, upon request, an explanation, given in a confidential setting, of a positive test result.

Employee Assistance

Individuals who have a substance abuse problem are encouraged, and may be required as a condition of continued employment (at the Company's sole discretion), to seek help. To assist in this regard, the Company will provide employees with a list of local community resources to contact for an assessment and/or treatment by a substance abuse professional.

Employees will not avoid disciplinary action under the Drug-Free Workplace Policy by seeking assistance for a substance abuse problem, and individuals with substance abuse problems will be held to the same standards of performance as other employees.

When an employee tests positive for drugs and/or alcohol, the Company will explain to the employee what a substance abuse evaluation is and will provide the employee with a list of qualified substance abuse resources in the community which can administer an assessment.

Reporting Convictions

Any employee who is convicted for a violation of a criminal drug statute occurring in the workplace must notify the Human Resources Manager no later than five calendar days after the conviction. This provision does not apply to misdemeanor marijuana-related convictions that are more than two (2) years old or prior misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

Confidentiality

To protect the confidentiality of personal information, all records pertaining to drug and/or alcohol testing will be stored separately and apart from an employee's general personnel documents. The information contained in these files shall be utilized only to properly administer this Drug-Free Workplace Policy, to comply with authorized requests for information as required by law, and to aid in the defense of the Company in the face of any lawsuit or other proceeding initiated by or on behalf of the specific employee.

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For CA applicants and employees use ONLY (rev. 9/2013)