

## YOUR DRUG-FREE WORKPLACE

*Essentia Medical Staffing Solutions LLC* is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any *Essentia Medical Staffing Solutions LLC* employee uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body, or processes, distributes, or sells drugs in the workplace. *Essentia Medical Staffing Solutions LLC* has established the following policy with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees, shareholders, customers, and the public.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer help to those who need it most, while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at *Essentia Medical Staffing Solutions LLC*.

1. It is a violation of company policy for any employees to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in his/her body.
3. It is a violation of company policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job.
4. Violations of this policy are subject to disciplinary action ranging from a letter of reprimand, to suspension from work without pay, up to and including dismissal. It is the responsibility of our supervisors to counsel employees whenever they see changes in the performance or behavior that suggest that an employee has an alcohol or other drug problem. Although it is not the supervisor's job to diagnose the employee's problem, the supervisor should encourage such an employee to seek help and tell him/her about available resources for getting help. Because all employees are expected to be concerned about working in a safe environment, they also should encourage their fellow employees who may have an alcohol or other drug problem to seek help.

Employee Print: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_