

# Drug Screen and Background Investigation Toolkit

## Service Request Form to Designated Provider

Section One - Southern Company Affiliate Project Manager (Contractor's primary contact at Company) completes & provides to Contractor		
Contractor Company Name: <b>C+S ELECTRIC</b>	Contract No (if known): <b>56670</b>	Date: <b>4/18/2018</b>
Southern Company Affiliate:		
Project Manager (Contractor's primary contact at Company): <b>PERRY M. BROWN</b>	Email: <b>PEMBROWN@southernco.com</b>	Phone: <b>205-257-1428</b>
Does this Contractor require NERC/CIP access? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Worker Classification: <input checked="" type="checkbox"/> Contractor Worker/Service Vendor <input type="checkbox"/> Leased Employee <input type="checkbox"/> Independent Contractor (Individual)		
Screen(s) Required: <input checked="" type="checkbox"/> Background and Drug Screen <input type="checkbox"/> Drug Screen Only <input type="checkbox"/> Alcohol Screen Only <input type="checkbox"/> Background Screen Only		
Note: <u>Both</u> a background and drug screen are always required unless this is for a renewal, for cause or random drug screening situation.		
Reason for Screen(s): <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Reasonable Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Random <input type="checkbox"/> Renewal		
Special directions (if any):		
PAC Administrator: (check one)		
<input checked="" type="checkbox"/> Alabama Power – Lee Ann Swann Fax 205-257-2306 laswann@southernco.com	<input type="checkbox"/> Mississippi Power – Steve Ford Fax 228-865-5179 spford@southernco.com	
<input type="checkbox"/> Georgia Power – Keith Metcalf Fax – 404-506-6948 kbmetcal@southernco.com	<input type="checkbox"/> Gulf Power – Lynn Lathan Fax – 850-444-6448 calathan@southernco.com	
<input type="checkbox"/> Southern Co. Services & SouthernLINC - Jakia Hardy Fax 404-506-5314 JMHardy@southernco.com	<input type="checkbox"/> Southern Nuclear – Brian Horn Fax 205-980-5427 bkhorn@southernco.com	
<input type="checkbox"/> Southern Co. Generation & Southern Power – T.O. Smith Fax 205-257-5658 tosmith@southernco.com		

Section Two - Contractor completes		
Contractor Contact Information:		
Name:	Title:	Email:
Phone:	Contractor Tax/Federal ID (required):	Fax:
Service Provider: (select from Designated Provider list on page 2)		

Contractor provides completed Service Request Form to Provider

## *Drug Screen and Background Investigation Toolkit*

### Consent to Release Information for Drug/Alcohol Screening and/or Background Investigation

**Contract Company:** *(your employer)*

I, the undersigned Individual, understand that the Contractor named above has contracted to perform services for one or more Southern Company affiliates ("Company"). I also understand that the contract requires Contractor to have drug/alcohol screening and/or background investigations conducted on some of its employees or potential employees.

In consideration of my being considered eligible to perform services for Contractor under the contract with Company, I willingly and voluntarily consent to drug/alcohol screening and/or a background investigation and to the release of all information pertaining to my drug/alcohol screens and/or background investigations and results to Contractor and to authorized representatives of Company. I acknowledge that this consent does not secure my future employment or affect any "at will" employment relationship with Contractor.

I also acknowledge and agree that if I engage in conduct prohibited by Company's Drug/Alcohol Screening and Background Investigation Standards, I will be subject to disciplinary action, potentially including removal from Company's work site, denial of future access to all Company facilities and work sites, and restriction from performing work in the future for Company or for any contractor on behalf of Company.

Individual's Signature:	Individual's Name: (printed)	Date of birth:	Today's date:
Home Mailing Address, City, State, Zip:	Driver's License Number and State issued:	Other last names used:	Full SSN#:
All Cities and States you have lived in past 10 years:			
If applicable: Degree obtained, Date, Name of College, City/State			

Have you <u>ever</u> been convicted of, plead guilty to, or been fined for a crime?		Yes* <input type="checkbox"/>	No <input type="checkbox"/>
* If Yes, provide the following information ( <i>attach additional sheet if needed</i> ):			Check One
Description of Conviction	Date	City / State	Felony
			Misdemeanor

*Contractor provides completed Consent Form to Provider*



## Drug Screen and Background Investigation Toolkit for Southern Company Contractors

This "Toolkit" describes the screening process for "Contractors" providing services to any Southern Company Affiliate ("Company"). The screening process includes initial/pre-site drug screening and background investigations, as well as reasonable cause, post-accident, random, and renewal drug/alcohol testing, in accordance with Company "Standards." These Standards are part of the Company-Contractor agreement. Company (either Company's Contract Administrator or Supply Chain Management) will inform Contractor of the screening and/or investigation requirements applicable to Contractor's Representatives.

**Note: If Contractor's services are on a Company generating plant site, a separate Toolkit applies; see Toolkit for Southern Company Generation Contractors**

### Instructions for Contractors:

#### Procedure for Initial / Pre-Site Drug Screening and Background Investigation:

1. Contact the Southern Company Project Manager (contractor's primary contact at Company) and ask them to complete **Section One** of the Service Request Form to Designated Provider (page 4) in the toolkit.
2. Contractor should fill out **Section Two** of the Service Request Form to Designated Provider (page 4) in the toolkit.
3. Each of your employees must complete the Consent to Release Information for Drug/Alcohol Screening and/or Background Investigation form (page 5) in the toolkit.
4. Select a Provider from the Designated Providers list (page 2) in the toolkit.
5. Call the Provider and identify yourself as a Southern Company contractor and open an account. The contractor is responsible for all costs incurred for the drug screen and background investigation.
6. Give the Provider the completed Service Request form and the completed Consent to Release Information forms. NOTE: PROVIDERS ON PAGE TWO WILL SCHEDULE YOUR EMPLOYEES FOR THEIR DRUG SCREEN AT A CLINIC NEAR THEIR WORK OR HOME ZIPCODE, ANYWHERE IN THE U.S.
7. The Provider will conduct the required drug and / or background screens and make an eligibility decision based on Southern Company's criteria. The Provider will identify the contractor's employee as "Compliant" or "Non-Compliant" and will communicate that decision to the contractor and the Southern Company representative. **Southern Company is NOT to be given the detailed drug screen or background results.**
8. If Contractor's employee is determined to be "Non-Compliant" and Contractor is considering taking any action against the employee (e.g., termination, demotion, etc.), **Contractor should first consult with its legal counsel before taking any action.**

#### Procedure for background renewals and post accident, reasonable cause or random drug screening:

Contractor must use a Provider selected from the designated provider list and should follow the same procedure described above for Initial / Pre-site Screening.

**Questions? Please contact Dana Hubbard**  
**Southern Company Personnel Risk Assessment Manager:**  
**404-506-0451 or [dbhubbar@southernco.com](mailto:dbhubbar@southernco.com)**

## Drug Screen and Background Investigation Toolkit

### Designated Providers for Drug and Alcohol Screening & Background Investigations

For a required drug and alcohol screening and/or background investigation, Contractor must use one of the Providers listed below. These Providers are not region-specific and can perform drug and alcohol screening and background investigation services throughout the United States.

Designated Providers for Drug & Alcohol Screening & Background Investigation	
<b>Employment Screening Services**</b> 2500 Southlake Park Birmingham, AL 35244 Phone: 1-866-859-0143 / Fax: 1-888-454-7679 Web ordering: <a href="http://www.es2.com">www.es2.com</a>	<b>Human Assets South**</b> 4315 South Lee St., Suite 200 Buford, GA 30518 Phone: 770-614-8900 / Fax: 770-614-4447 Web ordering: <a href="http://www.hasouth.com">www.hasouth.com</a>
<i>**Diverse supplier - Company encourages Contractor to consider using minority and/or female owned businesses</i>	
<b>EDPM</b> 616 South 9 <sup>th</sup> Street Birmingham, AL 35233 Phone: 1-800-833-9412 / Fax: 205-716-3044 Web ordering: <a href="http://www.edpm.com/">http://www.edpm.com/</a>	

**Company reserves the right to add or delete Providers from this list at any time.** Please contact Dana Hubbard, Southern Company Personnel Risk Assessment Manager, at [dbhubbar@southernco.com](mailto:dbhubbar@southernco.com) or 404-506-0451 to determine if there are any updates to this list.

*Company provides this list of designated Providers to assist Contractor in selecting a service provider to perform drug and alcohol screening and background investigations for Contractor. While we believe that these firms provide services that are consistent with Company's standards, Company and its agents do not warrant or guarantee the work, methods, or results of any Provider on this list. It is the responsibility of Contractor to conduct its own evaluation of these Providers to determine the competence and professionalism of the Provider that it ultimately chooses.*

## Drug/Alcohol Screening & Background Investigation Criteria

### Drug Screen Criteria:

- Standard seven-panel urine drug screen

### Alcohol Screen Criteria:

- Alcohol screening is not necessary for initial/pre-site screening
- Alcohol screening may be necessary for reasonable cause, post-accident, or random screening
- Blood alcohol concentration of 0.020 - 0.039: The Representative is Non-Compliant, must be removed from the work site, and cannot perform services for, or for any contractor on behalf of, Company or any Company affiliate for a period of one week.
- Blood alcohol concentration is 0.040 or greater: The Representative is Non-Compliant, must be removed from the work site, and is restricted from performing services for, or for any contractor on behalf of, Company or any Company affiliate for a period of 12 months.

### Background Investigation Criteria:

Company's designated Providers have Company's specific requirements for background investigations, which include the following general components:

- State criminal history
- National Criminal File database
- Sexual Offender Registry
- Discretionary background search criteria (as requested by Company)
  - Employment verification
  - Education verification
  - Special certification or license (CDL, FAA, etc.)
- Social Security number verification
- Global Watch
- Driver's License report

### Disqualification Standards (Combined for Drug/Alcohol Screening and Background Investigation):

Company's designated Providers have Company's specific and detailed disqualification criteria to assess results. These criteria do not necessarily constitute an absolute bar to "Compliant" status. In applying these criteria, factors considered include the nature of the conviction, the time of the conviction, evidence of rehabilitation, and the nature of the position for which the individual is being considered. In general, disqualification criteria include:

- Positive (Non-Compliant) drug or alcohol screen
- Felony conviction
- Conviction for certain misdemeanors
- DUI/DWI convictions (two in last five years)
- Pending charges that, if resulting in a conviction, would disqualify for one of the preceding reasons
- Currently on probation for charges related to one of the preceding reasons
- Pattern of behavior in the past that may not have resulted in a conviction, but that indicates involvement in criminal activity
- Incident of workplace violence
- Willful omission, misrepresentation, or falsification of personal data provided for background investigation purposes (e.g., omitted criminal conviction, falsification of degree)
- Not authorized to work in the United States
- Currently prohibited from performing work for, or for any contractor on behalf of, Company or any affiliate
- Suspended or revoked driver's license (for any position that requires driving)