

SUBSTANCE ABUSE POLICY

ACKNOWLEDGEMENT AND CONSENT FORM

I understand Shannon Staffing, Inc. believes that any employee under the influence of drugs / controlled substances and/or alcohol while performing work is likely to incur the risk of injury to himself/herself or others. I understand that to achieve its goal of a drug- and alcohol-free work environment, Shannon Staffing, Inc. has established for its employees a Substance Abuse Policy that includes:

- Pre-employment Screening** – Drug / substance testing required before the start of a job assignment
- New-Hire Screening** – Unannounced drug / substance screening done within the first 120 days of employment or a new assignment for any employee in an Active status
- Random Testing** – Unannounced drug / substance screening done by random selection
- Probable-Cause Searches** – Testing and/or investigation done due to observable evidence or behavior
- Work-Related Injury or Accident** – Drug / substance and alcohol screening required for any work-related injury or accident
- Legislated Testing** – Drug / substance and alcohol screening required by local, state or federal law or regulation for specific job assignments
- Client-mandated Testing** – As a condition of employment or assignment (both before and during), a client may require that all workers in a certain role or performing certain duties be tested on a regular basis.

Ohio became the 24th state to legalize marijuana for recreational use with the passage of Issue 2. Ohio's Recreational Marijuana Law contains provisions which allow employers to maintain Drug & Alcohol Free Work Environments.

I agree to submit to drug / substance and alcohol testing before and during employment, in accordance with the Substance Abuse Policy, and I agree to accept responsibility for payment of testing if test results are positive for drugs / controlled substances or alcohol. I understand and agree that if there are *inconclusive or positive results* from in-office testing at Shannon Staffing that I can choose at my own cost to go to a 3rd party testing facility or healthcare provider for testing by *urinalysis, which could be subject to observed collection*.

I do hereby RELEASE all drug / substance and alcohol test results to Shannon Staffing, Inc. and I understand that the results may be used to make a decision about my employment status. I further understand that it may be necessary for my employer to provide my drug / substance test results (i) to a client where I am assigned in order to satisfy the client-mandated or legislated testing and (ii) for unemployment or worker's compensation agencies to help determine my eligibility for benefits, and I hereby authorize and release my employer to do so.

I understand (i) if I fail any drug / substance or alcohol tests, (ii) if the results are inconclusive, or (iii) if I refuse to be tested for drugs / controlled substances or alcohol, that my employment may be terminated immediately for cause and I may be disqualified from future employment in accordance with the Substance Abuse Policy.

I agree that I have received and have read the Substance Abuse Policy outlined in the Shannon Staffing, Inc. employee handbook.

SIGNATURE

DATE

PRINTED NAME