

## P.R.I.S.M.<sup>®</sup>

### Prevention, Retention, Investment and Safety Management

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## SUBSTANCE ABUSE POLICY

It is the intent of West Valley Staffing Group to help provide a drug free environment for our clients and our employees. With this goal and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for all existing and future employees of West Valley Staffing Group:

### **West Valley Staffing Group explicitly prohibits:**

The use, possession, solicitation for sale or use, distribution, or sales, or being impaired or under the influence, of narcotics or other illegal drugs, alcohol, or prescription medication inconsistent with the prescription on company or customer property (including vehicles, equipment, buildings, grounds, or other property owned, leased or used by the company or clients) or while performing an assignment or on duty.

Being impaired or under the influence of legal (both prescription and over the counter) or illegal drugs or alcohol off the company or customer premises that adversely affects the employee's work performance, safety of themselves or others at the workplace, or the employers' or clients' reputation.

West Valley Staffing Group may drug test using Substance Abuse and Mental Health Services Administration (S.A.M.H.S.A.) standards by four methods:

**Pre-employment:** As may be required by client.

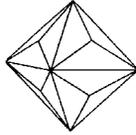
**Randomly:** A random selection of some employees for testing may be done unannounced, consistent with applicable law.

**For Cause:** When it is the company's reasonable belief that a drug problem exists (such as evidence of drugs, accidents, injuries in the workplace, fights or other behavioral symptoms of drug abuse; negative performance patterns, excessive absenteeism or tardiness) for-cause testing will be utilized.

**Post Accident:** When an employee is involved in a work-related injury or accident, post accident testing will be utilized.

**Employees of West Valley Staffing Group who refuse drug testing, test positive or admit to substance abuse only after confronted with testing, with requests for testing, with positive test results, or confronted with evidence forming the reasonable belief by West Valley Staffing Group will be subject to termination, in accordance with applicable law.**

Also, employees of West Valley Staffing Group who test positive or admit to substance abuse may be referred to local public agencies that provide rehabilitation and counseling services.



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The result of all drug testing will be treated confidentially, and for no purpose for other than for West Valley Staffing Group to make employment related decisions.

West Valley Staffing Group encourages employees who have a substance abuse problem to come forward voluntarily to seek treatment. West Valley Staffing Group will accommodate an employee's request, who voluntarily and on their own initiative admits to a substance abuse problem and wishes to seek legitimate treatment for such problem, in accordance with applicable laws. Employees are not entitled to utilize requests for rehabilitation in an effort to avoid discipline, termination or other consequences when their problems are noted by West Valley Staffing Group and West Valley Staffing Group is preparing to or in process of addressing those problems with the employee, and West Valley Staffing Group is not required to accommodate an employee who requests treatment only after being confronted or discovered by West Valley Staffing Group.