

2-07 Drug Testing

Pre-Employment Drug Testing

All applicants for employment will be required to undergo and pass a drug test before he/she will be considered for employment at Guident Business Solutions, LLC. This includes all individuals who are working for temporary services and performing their job duties under the direction of Guident Business Solutions, LLC employees.

For-Cause Testing

Employees to be tested:

- Whenever an employee's observed behavior raises a question (based upon identifiable symptoms) that his/her physical condition or fitness to perform his/her job safely and efficiently may be effected by drugs, alcohol or controlled substances, the employee is subject to for-cause testing
- Whenever an employee is involved in an on-the-job accident, which causes equipment/building damage, product damage and/or bodily injury, the employee is subject to for-cause testing.

Random Drug Testing

Guident Business Solutions, LLC will administer random drug and/or alcohol testing. Considerations for timing and locations shall be on a random, statistical basis.

- Prior to any testing, if an employee comes forward to indicate that he/she has a substance abuse problem and is seeking help from an accredited substance abuse treatment program, Guident Business Solutions, LLC will hold his/her job, but will not pay any compensation during the time of treatment. After verification of successfully completing the program, the employee will be allowed to return to work. The employee that returns to work will return at the same pay, but not necessarily to the same position. Any future substance abuse identified for this employee will be handled via an immediate termination.

The policy is available for inspection and review at all times, to all employee's, in the offices of Guident Business Solutions, LLC. This policy is explained during new employee orientation for all employees. It is updated to reflect modifications in task or procedures, which may result in safety-sensitive positions and is reviewed annually and revised as needed. Management is responsible to insure compliance with the Drug and Alcohol Policy and it is the responsibility of all Guident Business Solutions, LLC employees to abide by all the rules as set forth in the Drug and Alcohol Policy.