



DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

Critical Elements of Your Drug-Free Workplace Policy

A comprehensive drug-testing policy has six critical components:

Just as no two companies are exactly alike, no two drug-testing policies will be the same. There is no such thing as a "one-size-fits-all" policy. A good policy should serve as a blueprint to a drug-free workplace program that is specific to the company using it. Using your company's internal policies, and with the assistance of your drug-testing provider, you are now ready to write your own drug-testing policy.

1. Purpose statement

- Reflects your drug-testing objectives

2. Prohibited conduct

- Possession, distribution and illicit use of drugs while on the job
- Misuse of alcohol on company time or while using company equipment

- Refusing to cooperate with any part of the policy.

"A good policy should serve as a blueprint to a drug-free workplace program that is specific to the company using it."

- Attempting to adulterate, tamper with or switch a drug test sample

3. Consequences for policy violations

- Immediate termination for a first-time positive drug test
- Second chance condition on successful treatment
- Termination for a second positive drug test
- Suspension without pay pending the result of a drug test

4. Guidelines for drug testing (including alcohol testing)

- How your company will drug test
- Who your company will drug test
- When your company will drug test

5. Testing procedures

- Who is authorized to order a drug test
- Required paperwork
- Setting up an appointment at the collection site
- Escorting donors to the collection site
- Handling results

6. Employee assistance

- Full Employee Assistance Program (EAP) services (optional)
- Referral to local services

should contain an amendment for individual states if your general program differs from the requirements of a particular state.

American Drug Testing offers low-cost Drug Free Workplace Policies that we'll customize (at no charge) for your company.

With more than 15 years experience in the drug testing business, American Drug Testing has compiled and written a policy that

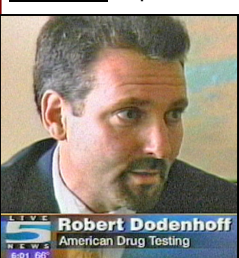
we believe represents a state-of-the-art document as the cornerstone of your drug-free workplace initiatives.

Give us a call to have your policy delivered today. Call 843-747-4111



Another important part of your drug-testing policy is the "State Laws" section. You must comply with the drug-testing law for every state in which your company has business operations or employees. For example, even if you are headquartered in Illinois, you must comply with the drug-testing statute of Iowa if you have employees who work in Iowa permanently. Your drug-testing provider should be able to give you detailed information about the legal requirements for every state. Your policy

The Drug-Free Workplace Advisor is published by



American Drug Testing, a leading drug-free workplace administrator and testing company.

Let us help you maintain a drug-free workplace. Call (843) 747-4111.

© 2006 American Drug Testing

Distribution List

- HR
- Management
- Office Staff
- Manufacturing
- Transportation