



TO ALL EMPLOYEES

Drug Free Workplace Program  
Policy

Date of Implementation  
June 7, 2010

## **DRUG FREE WORKPLACE PROGRAM**

### **I. STATEMENT OF POLICY**

In order to establish Future Force Personnel as a Drug Free Workplace and thereby increase the safety and health of our employees and their families, this Policy requires that employees of our Company shall not use drugs illegally at any time, shall not use or be under the influence of alcohol while working and shall not use or be under the influence of medications, while working, that could affect their ability to work safely.

### **II. DEFINITIONS**

AHCA Agency for Health Care Administration, formerly HRS. Alcohol Liquids containing ETHYL ALCOHOL (ETHANOL). Drugs One or more of the following Future Force Personnel d substances: AMPHETAMINES, CANNABINOIDS (MARIJUANA), COCAINE, PHENCYCLIDINE (PCP), METHADONE, PROPOXYPHENE. OPIATES, METHAQUALONE, BARBITURATES, BENZODIAZEPINES.

See Section M for common brand Future Force Personnel s. Medications Prescription and Non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons. Work (ing) Performing any activity under any conditions during any period of time that an employee is covered by the Employer's Workers' Compensation insurance (i.e. driving, on duty, on call or performing any tasks as a part of employment duties; lease and contract employees included). Influence To be physically, mentally or emotionally subject to the effects of any substance.

#### **Future Force Personnel**

Employee Anyone employed by or contracted with Future Force Personnel who is covered by workers' compensation insurance obtained by Future Force Personnel. Use (ing) As pertains to drugs, alcohol and medications; to drink, smoke, apply topically, inject, possess, solicit, distribute, dispense, manufacture or transfer. Exceptions to these rules regarding the definition of "use" will be allowed only with Management's written permission.

### **III. POLICY WORK RULES**

#### **A. DRUGS**

Employees shall not use or be under the influence of drugs illegally at anytime, whether working or not working.

#### **B. ALCOHOL**

Employees shall not use or be under the influence of alcohol while working.

#### **C. MEDICATIONS**

Employees shall not use or be under the influence of medications while working if the medications have the potential to alter or to adversely affect their judgment, motor skills, to induce sleepiness or to otherwise detract from their safe job performance. Exceptions can, of course, be made in work areas and activities of decreased safety sensitivity where the potential for accident and injury is minimal and where the effect of the medication on the employee is judged to be no factor by medical authority. It must also be acceptable to management for the employee to continue work. Exceptions to this rule (Section C) will be made at least one level of supervision above the concerned employee's immediate supervisor. Employees will report their use of medications to their supervisor before beginning work; those sensitive to the disclosure of their use of certain medications may call or visit the company official (see Future Force Personnel and telephone number in Section N) in charge of the Drug Free Workplace Program, in confidence to resolve their unique work situation.

#### **D. DRUG FREE WORKPLACE PROGRAM MONITORING**

To measure the success of, and to aid in enforcing, our Drug Free Workplace Program, the following types of drug screening tests will be administered to detect the presence of illegal drugs or alcohol.

1. Job applicants, as a condition of obtaining employment
2. Employees who are required to undergo FITNESS FOR DUTY MEDICAL EXAMINATIONS.
3. Employees as a FOLLOW-UP to a return from rehabilitation program. These employees will be tested periodically.

4. Employees who, by reliable evidence, or by their observed or reliably reported behavior, may be REASONABLY SUSPECTED of: (a) Using or being under the influence of drugs, alcohol or medications while working. (b) Tampering with a drug screen test. (c) Causing or contributing to an accident involving a reportable injury (i.e. an injury sufficient to require the attention of a medical professional), lost time and/or property damage sufficient to delay or halt work. The employees as soon as possible but not later than 32 hours after the accident must provide all specimens.
5. [UNDER A RANDOM TESTING SCHEDULE, 10 PERCENT OF THE WORKFORCE TO BE TESTED ANNUALLY WITH EMPLOYEES SELECTED QUARTERLY FOR RANDOM TESTING.] *(This can be deleted or changed depending on your election decision of random or no random testing) \**

Notice of Drug Testing will be given on all vacancy announcements. In addition to the drugs Future Force Personnel d in Section D above, a test for the presence of alcohol may be administered as a result of the conditions stated in Section D.4. (a), (b) and (c) above.

A copy of documentation supporting a REASONABLE SUSPICION drug and alcohol test will be completed within seven (7) days after testing, will be provided to the employee upon request, and will be retained confidentially by the company for at least one (1) year.

Testing for the presence of drugs and alcohol will be performed by an AHCA approved laboratory after obtaining urine specimens for drug tests and blood samples for alcohol tests. All positive specimens from the initial screening are then tested a second time using a different technique and chemical principal from the initial test to insure reliability and accuracy. All test results are reported to the Medical Review Officer for verification prior to being transmitted to the employee and/or employer.

#### **E. CONSEQUENCES TO EMPLOYEES OF:**

- (1) POSITIVE CONFIRMED DRUG OR ALCOHOL TESTS**
- (2) REFUSAL TO BE TESTED FOR DRUGS OR ALCOHOL**
- (3) ANY PLEA OF GUILTY OR NOLO CONTENDERE TO ANY VIOLATION OF CHAPTER 893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE.**
- (4) CONSUMPTION OF ALCOHOL OR INTOXICATION ON COMPANY TIME.**
- (5) ADULTERATED OR SUBSTITUTED SPECIMEN SUBMITTED FOR TESTING**

1. Job Applicants will not be hired.
2. Employees being tested in conjunction with a physical examination, as a follow-up to rehabilitation, as a result of reasonable suspicion behavior, a random test or because of contributing to or causing an accident (no injury involved) will

*(These are four options for disciplinary action in the event the employee tests positive choose one of the four options and delete the other three)*

- A. BE TERMINATED.
- B. BE REQUIRED TO SEEK A TREATMENT PLAN.
- C. BE SUSPENDED WITHOUT PAY FOR ONE WEEK AND BE REQUIRED TO SEEK A TREATMENT PLAN
- D. FACE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT

Injured employees, in addition to above disciplinary action, may also forfeit eligibility for workers' compensation medical payments and indemnity payments.

3. Employees arrested, indicted or convicted of violating controlled substance laws will notify the employer within five (5) days of the event and if this substance abuse policy was also violated, will be disciplined up to and including termination, depending on the circumstances.
4. In the event under this policy an employee is required to seek a treatment plan, it will be at employees expense. The employee must provide documentation of that treatment program, and be required to be drug and/or alcohol tested unannounced (**at employee's expense**) [EVERY SIX MONTHS FOR TWO YEARS.] *{You may elect to change this frequency of unannounced follow up testing, at this time when editing your policy}* **A positive confirmed test during or after treatment will result in termination of employment.**

## **F. CHALLENGES TO CONFIRMED POSITIVE TEST RESULTS**

A job applicant or employee will receive written notification of positive confirmed test results from the company within five (5) working days of the company's receipt of a report of a positive confirmed test result from the Medical Review Officer. This notification will also state the consequences of the positive confirmed test result. A job applicant or employee who receives written notification of (1) a positive confirmed test result and (2) the consequences to the employee of that result will have the opportunity within five (5) working days to explain or contest the result. If the explanation or challenge of the positive test result is judged unsatisfactory by the company, the job applicant or employee will be provided with a written explanation as to why the explanation of the positive test result was unsatisfactory, along with a written report of the positive test results within

fifteen (15) working days. If the test was for reasonable suspicion, the employee will receive in writing within seven (7) days after the test, if requested, a detail of the circumstances, which formed the basis of the determination that enough reasonable suspicion existed to warrant the testing.

During the 180-day period after written notification of a positive test result, the employee who provided the specimen should be permitted by the employer to have a portion of the specimen re-tested at the employee's expense. Such re-testing shall be done at another SAMHSA certified laboratory, as appropriate, chosen by the employee or job applicant. All such documentation will be kept confidential and retained by the company for at least one (1) year. Should the job applicant or employee then choose to further pursue the challenge it will then be the employee's responsibility to notify the laboratory to retain the sample until the case is settled.

#### **G. CONFIDENTIALITY OF DRUG TESTING INFORMATION**

All written reports and related information received by Future Force Personnel, laboratories, employee leasing programs, drug and alcohol rehabilitation programs and their agents will be held in strictest confidence and will not be disclosed except in accordance with Florida Statutes or otherwise legally disclosed. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Agents of our company and the laboratory conducting a drug test will, however, have access to drug test information when consulting with legal counsel in connection with actions brought against them when the information is relevant to its defense in a civil or administrative matter.

#### **H. CONFIDENTIAL REPORTING OF MEDICATION USE**

The company knows that eventually most people need to take medications to combat various illnesses. Employees must realize, however, that many medications will alter or affect a drug test. An employee could possibly test positive for a drug when taking medications prescribed by a doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug test are listed in Section M. The Future Force Personnel of the testing laboratory is listed in Section N. Employees who want more technical information about medications may consult the testing laboratory. To avoid the potential problems created by a false test result, the company has implemented procedures to enable employees to confidentially report the use of medications. You may report the use of medications on the back of your copy of the chain of custody form after your specimen is collected and discuss only with the MRO.

## **I. EMPLOYEE ASSISTANCE PROGRAM**

Future Force Personnel maintains an Employee Assistance Program (EAP) that consists of referring employees and their families who suffer from alcohol or drug use problems to local drug and alcohol rehabilitation centers. The telephone directory yellow pages, under "Drug Abuse and Addiction - Information and Treatment", lists the Future Force Personnel s and locations of treatment centers. Also, the United Way, listed in the telephone directory white pages, offers many confidential services at no charge. Any costs of outside services are, however, the employee's responsibility.

Any employee who has not previously tested positive for drug or alcohol use and has not yet entered a drug and/or alcohol abuse rehabilitation program, may seek assistance for drug and alcohol problems before they lead to disciplinary actions. No employee will be discharged, disciplined or discriminated against solely upon the employee's voluntarily seeking treatment for a drug/alcohol related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered an alcohol and drug rehabilitation program. If an employee wishes to pursue help through the EAP, please contact the person listed in Section N for appropriate referral. In addition, Section O lists national hotline numbers for drug and alcohol problems.

#### **J. AUTHORITY TO ESTABLISH A DRUG FREE WORKPLACE PROGRAM**

The company's Drug Free Workplace Program has been established in accordance with U.S. Federal and State laws regulations and guidelines.

#### **K. FEDERAL AND STATE LAWS AND REGULATIONS**

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of State and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.



## **L. AMENDMENT AND SEVERABILITY**

The employer may amend this policy in any and all respects at any time. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances will not be affected thereby, and to this end the provisions of this policy are severable.

## **M. SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST**

(BRAND NAMES AND COMMONS NAMES)

1. **AMPHETAMINES:** Abetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex
2. **CANNABINOIDS:** Marinol (Dronabinol, THC), Marijuana, Hash Pot
3. **COCAINE:** Cocaine HCl topical solution (Roxanne), Crack, Coke
4. **PHENCYCLIDINE:** Not legal by prescription; PCP, Angel Dust
5. **OPIATES:** Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin
6. **METHAQUALONE:** Not legal by prescription
7. **BARBITURATES:** Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Firoicet, Esgic, Butisol Mebaral, Butabarbital, Butabital
8. **METHADONE:** Dolphine, Methadose
9. **BENZODIAZEPINES:** Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, and Centrax
10. **PROPOXYPHENE:** Darvocet, Darvon N, Dolene, Etc.
11. **ALCOHOL:** Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof); Booze, Drink

**N. DRUG FREE WORKPLACE POLICY - INFORMATION AND REVISION SHEET**

THIS INFORMATION AND/OR REVISION NUMBER (**original**) DATED 6/7/2010

**Company Drug Free Workplace Program Administrator:**

**FUTURE FORCE PERSONELL**  
**15800 NW 57 AVE**  
**MIAMI LAKES, FL 33014**

**Mrs. Helen Velero**

**Your Drug Testing Laboratory is:**

*MEDTOX LABORATORIES, INC*  
*402 COUNTY RD D*  
*ST. PAUL, MN 55112*  
*800-832-3244*

**Your Collection Site is:**

**O.M MANAGEMENT**  
**4483 NW 36 STREET Ste 118**  
**MIAMI, FL 33166**

**305-888-7555 8am- 5pm**

**Your MRO is:**

**Bernard S. Chapnick**  
**Susan F. Diaz D.O**  
**Juan D. Mirabal M.D**

**305-888-7555**

**For EAP (Employee Assistance) Referral:** Section O lists national hotline numbers for drug and alcohol problems.

**Employee & Family Assistance Consultants**

Alcohol and Drug Referral Hot Line	1-800-252-6465
Child Help's - National Child Abuse Hot Line	1-800-422-4453
National A.I.D.S. Hot Line	1-800-342-2437
National Cocaine Hot Line	1-800-262-2463
National Hepatitis Hot Line	1-800-223-0179

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National Hepatitis Hot Line	1-800-223-0179

is available for (EAP) initial assessment and treatment referral Employees being tested because of causing or contributing to an accident will ensure that testing is performed for both drugs and alcohol.

**O. NATIONAL HOTLINE NUMBERS**

Alcohol and Drug Referral Hot Line	1-800-252-6465
Child Help's - National Child Abuse Hot Line	1-800-422-4453
National A.I.D.S. Hot Line	1-800-342-2437
National Cocaine Hot Line	1-800-262-2463
National Hepatitis Hot Line	1-800-223-0179
National Runaway Switchboard and Suicide Hot Line	1-800-621-4000
National Sexually Transmitted Disease Hot Line	1-800-227-8922

**NATIONAL ASSISTANCE GROUPS**

Alcoholics Anonymous	1-800-344-2666
Food and Drug Administration	1-301-443-1240
M.A.D.D.	1-800-438-6233
Narcotics Anonymous	1-818-780-3951
AL-ANON Family Group Headquarters	1-800-356-9996
Nat'l Institute of Drug Abuse, Drug Info., Treatment	1-800-662-4357
Families Anonymous	1-800-736-9805
S.A.D.D.	1-508-481-3568
Tough Love	1-800-333-1069
American Cancer Society	1-800-227-2345
Council of Compulsive Gambling	1-800-426-7711
Drug Information Hotline	1-800-662-4357
(Spanish)	1-800-662-9832

If you have any questions concerning the technical aspects of drug testing, you may contact the Florida Agency for Health Care Administration at (850) 487-3109.

DRUG FREE WORKPLACE PROGRAM RECEIPT

I hereby acknowledge that I have received a copy of Future Force Personnel Drug Free Workplace Program. I also acknowledge that I have received a full and complete explanation of the Program, including all policies and the availability of an Employee Assistance Program.

I further state that I have read or will read, or have had or will have read to me, all sections of this Drug Free Workplace Program. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment, and that I may forfeit my workers' compensation benefits.

Finally, I agree that neither the issuance of these policies, nor the acknowledgment of its receipt, constitutes or implies a contract of employment or a guaranteed right to recall.

Please print out the Drug Free Workplace Policy at ( [www.futureforcepersonnel.com](http://www.futureforcepersonnel.com) )

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**PRE-EMPLOYMENT DRUG TESTING POLICY**

All job applicants at Future Force Personnel will undergo screening for the presence of illegal drugs as a condition for employment.

Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by Future Force Personnel, and by signing a consent agreement, will release Future Force Personnel from liability. (Any applicant with positive test results will be denied employment at that time.) Future Force Personnel will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs that Future Force Personnel will not tolerate.

**This policy statement is to be given out with all job applications.**

**PRE-EMPLOYMENT AGREEMENT**

PLEASE READ CAREFULLY

I freely and voluntarily agree to submit to a urinalysis (drug screen) as part of my application for employment. I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by Future Force Personnel for this screen might disqualify me from further consideration for employment.

I further understand that upon commencement of employment with Future Force Personnel, I may again be required to submit to a urinalysis screen. I understand that refusal to take a requested urinalysis screen or failure to meet the minimum standards set for the screen may result in immediate suspension or discharge.

In the event that employment commences prior to the employer receiving the drug test results, I understand that I will be immediately discharged if the result comes back positive.

I have read in full and understand the above statements and conditions of employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Driver License Information:

State: \_\_\_\_\_

DL \_\_\_\_\_

**\*Please note: The best legal advice instructs us to have this agreement form attached to the employment application.**

Drug Free Workplace Program

Employee Name \_\_\_\_\_

ID Number \_\_\_\_\_

**DOCUMENTATION OF BASIS FOR REASONABLE SUSPICION TESTING**

Prepare within 7 days after all testing for reasonable suspicion, give to employee upon request, and keep confidential for at least one year.

Date of testing for reasonable suspicion \_\_\_\_\_.

Circumstances, which existed to warrant the testing done for reasonable suspicion, were as follows:

\_\_\_\_\_ A report of drug use, provided by a reliable and credible source, which has been independently corroborated.

\_\_\_\_\_ Evidence that an individual has tampered with a drug test during his employment with the current employer.

\_\_\_\_\_ Information that an employee has caused, contributed to, or been involved in an accident while at work.

\_\_\_\_\_ Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

\_\_\_\_\_ Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.

\_\_\_\_\_ Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

## Drug Free Workplace Program Policy

### **60 DAY NOTICE TO APPLICANT AND EMPLOYEES OF DRUG FREE WORKPLACE PROGRAM**

Future Force Personnel has established a Drug Free Workplace Program. Employees are prohibited from using illegal drugs (including the non-prescribed use of prescription medication) on or off the employer's premises. Employees are also prohibited from possessing or transporting alcohol or illegal drugs on the premises. Employees may only transport alcohol onto the employer's premises if it is part of the employee's job responsibilities. Possession of paraphernalia used in connection with the use of any drug is evidence of violation of this rule. Drugs mean alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or metabolite of any of these substances. Non prescribed use of prescription medication is also prohibited.

Future Force Personnel will require all applicants for employment and all existing employees, under certain circumstances, to be tested for the presence of drugs or alcohol as part of Future Force Personnel 's policy prohibiting drug or alcohol use. An employee violates the Drug Free Workplace Program by testing positive in a confirmed test for drugs. Refusal to cooperate in the drug testing procedure is an independent violation of this rule and accordingly, will be treated as a positive confirmed test for drugs. Upon conviction for violating any state or federal drug law, each employee of Future Force Personnel is required to notify his or her immediate supervisor of such conviction within five business days thereof. This "notification of drug conviction" requirement applies whether the conviction resulted from conduct performed while in the course and scope of employment or off duty. Employees are required to report any drug related criminal charge brought against them, whether the result of on-duty or off-duty conduct. Any violation of this rule will result in discipline, up to and including discharge and possible forfeiture of workers' compensation medical and indemnity benefits.

This notice is given on \_\_\_\_\_ Drug testing may begin 60 days after the date of this notice.

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Future Force Personnel



**AN OPEN LETTER TO ALL EMPLOYEES**

We have recognized that drug and alcohol abuse is an on-the-job problem as well as a social problem. We believe that abuse of alcohol and the use of illegal drugs endangers the health and safety of the abusers and of others around them. Future Force Personnel has committed to creating and maintaining a Drug Free Workplace without jeopardizing the job security of valued but troubled employees, provided they are prepared to help us help them.

Notice is posted in a conspicuous location identifying our company as a Drug Free Workplace. Copies of the Drug Free Workplace policy are available for inspection at the personnel office.

Our Drug Free Workplace Policy now formally states that substance abuse will not be tolerated **ON** or **OFF** the job for employees of our company. This prohibition includes the possession, use or sale of illegal drugs, the abuse of alcohol and abuse of prescribed drugs. Company sponsored activities or other social events that we attend during which alcoholic beverages are served are not considered alcohol abuse just because alcohol was served.

All employees are expected to sign a statement of understanding and agreement with Future Force Personnel Drug Free Workplace Policy. To ensure that Future Force Personnel remains a Drug Free Workplace, a program of drug testing is in effect. Let it be clearly understood that it is a condition of employment for everyone that they avoid entirely the use, possession, sale or any association whatsoever with illegal drugs and/or the abuse of alcohol. Employees who are found on the job to be under the influence of illegal drugs or alcohol or who violate this policy in other ways will be terminated. It is important that all of us work together to deal with substance abuse to make our company a safer and more rewarding place to work.

Sincerely,

Future Force Personnel

