

Title: **Employee Drug Testing Policy**

Purpose: To ensure that Holiday Beech Villas is a drug-free environment for the safety of all residents, employees and contractors

I. Policy

Holiday Beech Villas (HBV) is a drug-free workplace. As such, no employee shall work while under the influence of drugs and/or alcohol during working hours. If an employee, contractor or sub-contractor reports to work under the influence of drugs or alcohol or uses drugs while at work the employee, contractor or sub-contractor will be disciplined in accordance to the policy up to and including termination.

Under HBV's drug testing policy, when asked, all current and prospective employees must submit to the requirements of the drug testing policy. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by HBV is conditioned on the prospective employee testing negative for illegal substances.

HBV's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Any drug testing required or requested by HBV will be conducted by the facility of HBV's choice. All expenses related to the test will be incurred by HBV. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by drug testing facility before the employee is scheduled to be tested.

If HBV receives notice that the employee's test results were confirmed positive, the employee may have the same sample retested at a laboratory of the employee's choice, at the employee's expense.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to HBV by Urgent Care in Boone. All testing results will remain confidential.

Employee must sign a consent form prior to the release of results. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing.

II. Discipline

First Offense

Employee is terminated with immediate effect.