

(2) SUBSTANCE POLICY ACKNOWLEDGEMENT 10-1-02

It is the policy of USA Staffing to maintain a drug and alcohol free work environment that is safe and productive for our employees and others having business with USA Staffing. In order to meet these objectives, the following policy has been adopted.

The unlawful use of, possession of, purchase of, sale of, or distribution of, or being under the influence of any illegal drug and/or the misuse of legal drugs while on USA Staffing or client premises or while performing services for USA Staffing or client is strictly prohibited. USA also prohibits reporting to work or performing services while impaired by the use of drugs or alcohol or consuming alcohol while on duty. In order to ensure compliance with this policy, substance screening may be conducted in these situations:

Pre-employment: As may be required/requested by USA Staffing or clients.

For Cause: Upon reasonable cause to believe that a substance abuse problem exists, testing may be conducted.

Post Accident: Any employee involved in an accident or sustaining an injury while performing services for USA Staffing or its clients that result in property damage or bodily injury requiring medical treatment will be required to submit to a substance abuse screening.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable State Law.

Employee Signature

Date

Witnesses Signature

Date

(3) DRUG SCREEN AUTHORIZATION AND CONSENT 10-1-02

I hereby authorize and give permission to USA Staffing and/or their company approved physician to test for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription. I understand these tests will be conducted using S.A.M.H.S.A. standards and performed onsite or sent to a laboratory.

I will hold all parties concerned harmless, meaning I will not sue USA Staffing or their company approved physician or hold them responsible for any alleged harm to me or for interfering with my obtaining a job or continuing employment due to not submitting to the tests or the test results. This includes, but is not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand. Any questions concerning the tests have been answered and I understand that this is a legally binding document.

I UNDERSTAND THAT USA STAFFING WILL REQUIRE A DRUG SCREEN TEST WHENEVER AN ON THE JOB ACCIDENT OR INJURY IS REPORTED IN ACCORDANCE WITH USA STAFFING POLICY AND THIS DOCUMENT SERVES AS MY AUTHORIZATION AND CONSENT. MY REFUSAL TO SUBMIT TO DRUG TESTING WILL BE GROUNDS FOR TERMINATION.

Employee Signature

Date

Witnesses Signature

Date

(4) CRIMINAL RECORDS RELEASE AUTHORIZATION 10-1-02

I, the undersigned, do hereby authorize USA Staffing to examine any and all criminal and arrest records on file in the counties in the state of Iowa or any other state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.

Date of Release: _____

Signature: _____

Print Name: _____

Driver's License #: _____

Social Security #: _____

Street Address: _____

City _____ State _____ Zip Code _____