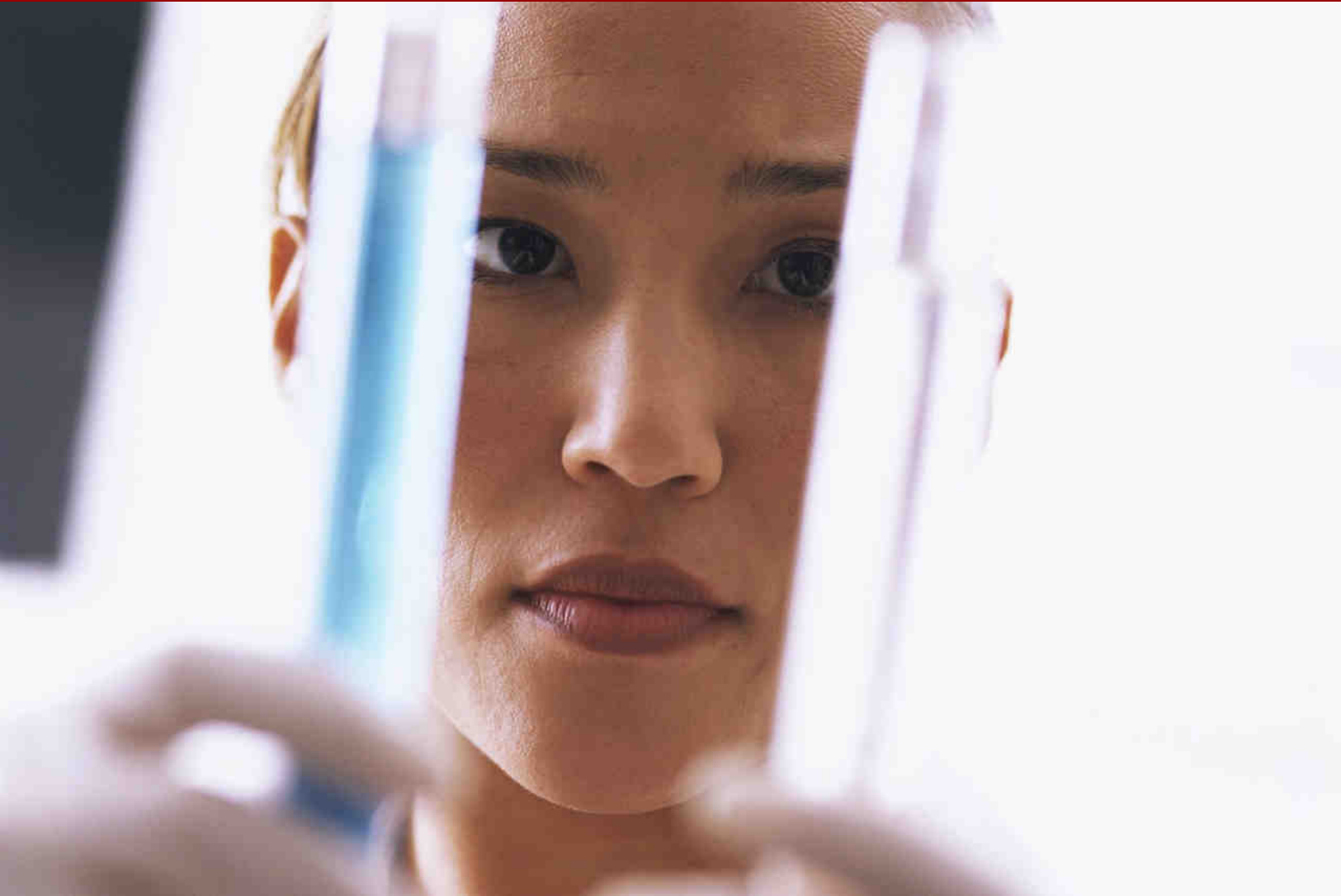


Implementing a Drug Free Workplace



An organization should first consider the different components of a drug-free workplace program before deciding on what is right for them. It is important for employers to examine the needs of their workforce and to take steps to ensure the program they design will work well for their organization. Every business is unique and there is a variety of methods that can be utilized to establish a drug-free workplace program. An organization's program should match its specific needs as an organization. By carefully assessing the organization's needs and determining which program elements are the most feasible and beneficial, the decision regarding what is unnecessary or unsuitable becomes more manageable. Furthermore, many companies find it helpful to ask for input from employees during this process.

USA-FACT believes there are 15 positive elements that make up an effective Drug-Free Workplace Program.



USA-FACT The Information People

USA-FACT

USA-FACT is an Internet-based applicant screening company. Our Background Screening Information is secured by experienced professionals and a global network of skilled researchers who retrieve and report public records and data. Our clients rely on our services as important decision-making tools in creating safe and productive work environments. USA-FACT delivers information using state-of-the-art Internet technologies unique to the screening industry. Our objective is to create a partnership with our clients to develop the most efficient methods of delivering information to service their individual needs.

Partners

TransUnion
Quest Diagnostics
LabCorp
Driver Alliant Insurance Services
ERC DataPlus
Immigration Tracker

Affiliations

Nat'l Assoc. of Prof. Background Screeners
Society of Human Resources Managers [SHRM]
TransUnion Client Advisory Board
Drug and Alcohol Testing Association [DATIA]

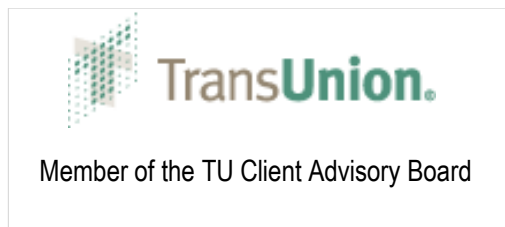


Clientele

USA-FACT is a leading provider of pre-employment screening through effective utilization of three key elements to deliver an end product that is a “best fit” program for the specific needs and expectations of our clients, Customer Service, Technology, and Quality Assurance. USA-FACT has been very effective in screening applicants for a wide array of industries:

Financial
Medical/Healthcare
Distribution Centers
Government Municipalities
Construction
Equipment Rentals

Staffing Agencies
Food Service/Restaurant
Insurance
Security
Transportation
and More!



Implementing a Drug Free Workplace



USA-FACT recommends the following 15 elements should be an integral part of your company's Drug-Free Workplace Program...to make it work optimally and to keep it effective for the long-term: Elements 1-5

1. **Prepare a written "Drug-Free Workplace" Policy for your legal protection**, copy it to all employees; have the acknowledgment of their review and understanding of it signed and dated by them and placed in their personnel file. USA-FACT can assist in developing a policy for your organization. Be sure you are well versed in the laws in your state before implementing a drug-testing program for your organization.
2. **Post "We Are a Drug Free Workplace"** or similar signs in conspicuous places in your office such as the parking gate entrance, the entrance to your building and/or the lobby, the coffee room, and above the employee time clock. The law in two states actually requires conspicuous posting of this type.
3. **Circulate substance-abuse prevention education materials** (i.e., pamphlets/videos) to all supervisors, managers, and other employees once annually; a short 'reminder' notice of your Drug-Free Workplace company policy - and perhaps some drug-abuse facts - should be included inside pay envelopes at least once per calendar quarter.
4. **Perform pre-employment drug testing on every new hire.** Those testing 'positive' for drugs should have their employment offer immediately rescinded no matter how qualified they might otherwise appear to be for the position and no matter how badly you need to fill the position! Once again it is imperative that you know the laws in your state. It's always recommended by USA-FACT to consult your legal department.
5. **Include this statement in your help wanted ads:** "Employment subject to passing a drug test." or "We drug test all new hires." or similar notice.

Implementing a Drug Free Workplace



Elements 6-10

6. **Post "We Drug Test to Keep Our Company a Drug-Free Workplace"** or similar signs prominently for all job candidates to clearly see at the entrance and inside ALL hiring offices.
7. **"Randomly" drug test (laws permitting) at least 20% of your employee base annually.** Depending on the number of employees you have, perform random testing at least once monthly or every week. USA-FACT routinely provides computerized random "selections" quarterly, monthly, or weekly for all clients who test randomly. Industry experts agree that on-going random testing is the single-most effective deterrent to on-going workplace drug-abuse. NOTE: Laws regarding random drug testing vary from state to state and it is important to consult your legal department before implementing any type of random drug testing program.
8. **Test an employee for "reasonable suspicion" whenever reasonable cause is justified** by virtue of their display of any performance, behavioral or physical "indicators" of drug-use. Supervisor training is imperative to recognizing these drug user characteristics.
9. **Arrange substance-abuse awareness training for every one of your supervisors and managers at least once per year.** Such training will help them to identify the 'indicators' of drug-use among their crew and teach them the most effective methods of isolating and preventing a possible drug-use related workplace problem before it becomes a crisis for your company. It's important to know the law in your state. Annual drug-abuse "awareness training" of company personnel is required in four states.
10. **"Post-accident" drug test an employee whenever justified by serious injury, damaged/loss of property, or life.** (IMPORTANT NOTE: At least "40" states will consider a denial of Workers' Compensation benefits when an accident is caused by an employee whose 'post-accident' drug test is positive for illicit drugs. The majority of those 40 states also will consider a denial of unemployment benefits for that same reason.

Implementing a Drug Free Workplace



Elements 11-15

11. **Use ONLY federal/state certified labs for the analysis of all specimens that are sent to a lab.** (Laws in five states and in one U.S. Territory require that all elements of a company drug testing program - including the choice of testing lab - strictly follow U.S. Department of Transportation guidelines.)
12. **Have all specimens that initially test "positive" (including those based upon results of so-called "on-site" drug test devices or 'kits') re-tested by a certified lab...it's called "confirmation" testing.** (Confirmation testing of initial positives when using "on-site kits" is required by law in a number of different states.)
13. **Utilize the services of a Medical Review Officer (MRO) for all positive results.** Go to the USA-FACT web site to learn more about how essential a MRO is to the credibility of the workplace drug testing process and fairness to the employee. Several states require the use of an MRO.
14. **Ensure that all test results of employees are kept strictly confidential!** Inform ONLY those with a "need to know" of final drug test results; maintain ALL results with strict security.
15. **Impose ALL terms of your company's written testing policy strictly, fairly, and equally with ALL employees-** do not engage in favoritism, and make no exceptions.

NOTE: USA-FACT can help you and your company implement any one or every one of the above 15 essential elements! Call us at 800.547.0263.

Getting Started



Subscriber Agreement

In order to identify your organization and permissible purpose to access to perform drug testing, it is necessary for your organization to complete a Subscriber Agreement. The Subscriber Agreement outlines your responsibilities in the drug testing process and addresses required information to provide you perform confidential drug testing. It also includes a business application to allow us to identify your organization as a legitimate employer with a permissible purpose to drug test.

Account Set-Up

Initial set-up of your USA-FACT account is important to your organization's satisfaction with USA-FACT services. Please discuss with our customer service rep any special protocols or managerial reports you would like established for your account. Each of your organization's staff members will be assigned their own personal log in and password and USA-FACT will establish pre-determined security levels for each member of your staff to restrict access to your applicant database. Six levels of security control your staff's access to the highly confidential information contained in your reports.

Consumer Awareness Web Site

USA-FACT feels that Education and Awareness are important components of an effective means of maintaining information privacy. For the benefit of the applicants we screen, USA-FACT developed a consumer awareness web site located on the web at www.reviewmyreport.com. Our consumer web site educates the applicant about the screening process and provides applicants the opportunity to electronically dispute information on their reports.

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