

CLIENT DRUG TESTING AGREEMENT:

As part of its core offerings, Helpside offers a variety of drug testing services for employees co-employed with Helpside and its clients. As a valued added service and per this agreement, Helpside will produce a drug testing policy for distribution to all employees. After introduction of the drug testing policy to the employees, Helpside will commence a drug testing program with prices of screening devices and test confirmation at an agreed upon price.

SERVICES:

The following drug testing services are provided by Helpside. Please select all types of drug testing you wish to be completed for your organization:

- Pre-Employment
- Re-Hire
- Universal Monthly Quarterly Semi-Annually Other _____
- Random Monthly Quarterly Semi-Annually Other _____
- Reasonable Suspicion
- Post-Accident (required if participating in the Helpside Workers Compensation Policy)

TEST:

- I opt to conduct a seven-panel test as part of our drug testing policy
- I opt to conduct an eleven-panel test as part of our drug testing policy

UNDERSTANDING:

- I understand and acknowledge that I have received and read a copy of the Drug Testing Fact Sheet defining the forms used and types of drug testing services offered.
- I understand and acknowledge that upon implementation of this drug testing agreement, all employees will be subject to the above selected types of drug testing.
- I understand and acknowledge that once the drug testing program begins, all policies and procedures for completing the drug testing will be followed at all times and consistently to ensure discrimination, favoritism, insubordination etc. do not occur.
- I understand and acknowledge that the results of the drug tests and final decision of how to proceed with the employee are solely at the clients' discretion. However, full liability for any claims, fees or other consequences due to deviation or failure to follow the policies and procedures outlined will be the responsibility of the client.
- I understand and acknowledge that the above selected drug testing services will commence the date this agreement is signed.

ACKNOWLEDGMENT:

This agreement and understanding does not alter the contract for services entered into by Helpside and the client.

Client Company Name: _____ Date: _____

Client Print Name: _____

Client Signature: _____

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DRUG TESTING TYPES AND DEFINITIONS:

As part of its core offerings, Helpside offers drug testing for clients who are co-employed with Helpside. The different types of drug testing, their definitions and drug testing policies Helpside offers are defined below:

TEST TYPE:

Pre-Employment	All potential employees for the company or a division of the company, will be drug tested after a contingent job offer has been made to the potential employee
Re-Hired Employees	To be completed consistently at client request
Universal	All employees of the client company will be tested
Random	The client company will request the number of employees desired to randomly be tested and a Helpside Representative will select at random the employees who are to be tested. It is recommended that random drug testing is completed on a fair and consistent basis. Meaning, testing should be completed consistently on a monthly, quarterly, semi-annually, annually, etc. basis at the client's discretion
Reasonable Suspicion	Two supervisory managers must agree upon acts that constitute reasonable suspicion i.e., less productive work, changes in attendance patterns, decrease in quality of work, apparent physical conditions, etc. Once the two supervisory managers agree upon reasonable suspicion, testing may then take place
Post-Accident	1. For clients covered under the Helpside Workers Compensation Policy, the employee(s) involved in the accident must be drug tested at a medical clinic 2. Clients not covered under the Helpside Workers Compensation Policy, post-accident testing is to be completed consistently at the client's discretion
Outcome of Testing - Suspension	Any employee who screens non-negative for drug use will be suspended with or without pay until a confirmation of the drug test is returned. If the confirmation returns a negative result, the employee will be restored to his/her position and paid for the time missed due to the suspension (at client's expense)
Outcome of Testing - Termination	Employees should be terminated when: 1. An employee fails to self-disclose prior to random testing and then screens and confirms positive 2. An employee screens and confirms positive 3. An employee screens and confirms positive due to a reasonable suspicion test 4. Refusal to submit to a drug and alcohol test when or as requested shall be treated as a positive test result for all purposes under this policy and will therefore be subject to immediate termination 5. There will be no second chances (except by self-disclosure prior to random testing), special allowances, etc. Those who screen and confirm positive (under random and reasonable testing) will have their employment terminated immediately upon the receipt of the test results

DRUG TESTING FORMS USED:

As part of its core offerings, Helpside offers various forms used in drug testing for clients to use. The different types of drug testing forms and their definitions Helpside offers are defined below:

FORM TYPE:

Drug Test Authorization and Disclaimer Form	This form is used by Helpside when an applicant or employee comes into the Helpside office for any type of drug testing to be completed. It is also used if a member of the Helpside HR team comes onsite to complete drug testing
Drug Testing Referral Form	This form is used: <ol style="list-style-type: none"> Any applicant or employee that comes to the Helpside office to be drug tested has two (2) hours to complete and provide a specimen. If the applicant/employee is unable to provide a specimen in that two-hour time frame, they will be referred to a lab/clinic to complete the process If the applicant/employee is unable to go to the Helpside office, this form can be used by Helpside clients to refer their employees to a lab/clinic
Self-Disclosure Agreement Form	This form can only be used for random or universal drug testing. It is a time for the employee to self-disclose that they may not or cannot pass a drug test. If this is the case, the client and employee must agree to the Last Chance Agreement Form
Last Chance Agreement Form	The Last Chance Agreement is used to indicate that this is the one and only opportunity an employee has to self-disclose. It also entails what provisions/penalties will be in place upon completion of the drug test Note: The Last Chance Agreement form must be authorized by the client prior to having the employee sign this form. The Last Chance Agreement form is considered authorized when the client signs the Client Drug Test Agreement Form. If the Client Drug Test Agreement Form is not signed by the client, the Self-Disclosure and Last Chance Agreement Forms become null and void and possible termination of employment will occur if the employee tests positive
Suspension Notice Form	The Suspension Notice form is to be used when an employee tests “non-negative” for drugs. During this time, the sample will be sent to a lab for confirmation of either a “negative” or “positive” result. Additional payment tasks may be required depending on the outcome of the test

ADDITIONAL TERMS USED:

TERMS:

Timeframe	The timeframe for when drug testing occurs is at the client’s discretion but also must be completed consistently
“Negative” Test Result	Sample from the employee’s drug test came up negative for drugs. Employee is good to go
“Non-Negative” Test Result	Sample from the employee’s drug test came up non-negative for drugs meaning drug(s) were found in the sample. When this happens, the sample will be shipped to the lab for analysis. The lab will make the final determination if the sample is “positive” or “negative for drug use.
“Positive” Test Result	When a sample is tested (or confirmed by a lab) and the results come back “positive” this means drugs were found in the sample provided by the employee

PROCEDURE WITH HELPSIDE:

1. The employee or applicant comes to the Helpside office. Or a Helpside representative goes onsite (when appropriate)
2. The drug test is administered
3. If “negative”
 - a. the employee goes back to work
 - b. the employer is notified
4. If “non-negative”
 - a. the sample is sent to a lab for final confirmation by an Medical Review Officer (MRO). During that time, the employee should be put on a suspension pending the test results
 - b. The lab (MRO) will send Helpside the final results
 - c. The employer will determine next steps
 - i. If “positive” termination should occur
 - ii. If “negative” employee should return to work

WHAT DRUGS ARE TESTED:

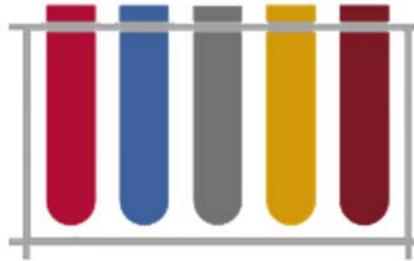
Helpside offers either a Seven-Panel test or an Eleven-Panel test. Depending on your needs, contracts, agreements, etc. select which panel test you require.

Seven-Panel Test Includes:

- THC
- Opiates
- Methamphetamines
- Cocaine
- PCP
- Amphetamines
- Oxycodone

Eleven-Panel Test Includes:

- THC
- Opiates
- Methamphetamines
- Cocaine
- PCP
- Amphetamines
- Oxycodone
- Benzodiazepines
- Methadone
- Barbiturates
- Propoxyphene



TYPE OF TEST: 7-PANEL

	COST PER TEST
7-Panel drug tests conducted between 8:00 a.m.–11:00 a.m. at the Helpside Office:	\$28.00
7-Panel drug tests conducted between 8:30 a.m.–11:30 a.m. at client location:	\$28.00 plus travel
7-Panel drug tests conducted after 11:00 a.m. at the Helpside Office:	\$78.00
7-Panel drug tests conducted after 11:30 a.m. at client location:	\$78.00 plus travel

TYPE OF TEST: 11-PANEL

	COST PER TEST
11-Panel drug tests conducted between 8:00 a.m.–11:00 a.m. at the Helpside Office:	\$35.00
11-Panel drug tests conducted between 8:30 a.m.–11:30 a.m. at client location:	\$35.00 plus travel
11-Panel drug tests conducted after 11:00 a.m. at the Helpside Office:	\$85.00
11- Panel drug tests conducted after 11:30 a.m. at client location:	\$85.00 plus travel

ADDITIONAL FEES

	COST
MRO lab fee for positive tests:	\$50.00 per test
Travel charge for each drug test conducted outside the Helpside office:	\$1.00 per mile

(Mileage measured from the Helpside office to your office or job site using Google Maps)

If you have any questions or concerns regarding the cost of drug testing, please contact a member of the Helpside HR team at 1-800-748-5102 or humanresources@helpside.com