

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 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. Select all types of drug testing to be completed:

- 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: \_\_\_\_\_

## Drug Testing Definitions

As part of its core offerings, Helpside, Inc. 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 Types:

**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 an 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 employees 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. When there is reasonable suspicion, prior to actual testing, the client must confer with the HR Director, or a Helpside Representative for confirmation of reasonable suspicion.

**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:**

1. Any employee who fails to self-disclose prior to random testing and then screens and – confirms positive will be terminated.
2. Any employee who screens and confirms positive will be terminated.
3. Any employee who screens and confirms positive due to a reasonable suspicion test will be terminated.

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4. 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.
5. Refusal to submit to drug and alcohol testing as and when requested shall be treated as a positive test result for all purposes under this policy and will therefore be subject to immediate termination.

### Drug Testing Fact Sheet

#### Forms:

<b>Drug Test Authorization and Disclaimer Form:</b>	This form is used by Helpside when an applicant or an employee comes into the Helpside office for any type of drug testing to be completed.
<b>Drug Testing Referral:</b>	<ol style="list-style-type: none"><li>1. The 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.</li><li>2. If the applicant/employee is unable to go to the Helpside office, this form can be used by clients to refer their employees to a lab/clinic</li></ol>
<b>Self-Disclosure Agreement:</b>	This form can only be used for <b>random</b> 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.
<b>Last Chance Agreement:</b>	<p>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.</p> <p><b>Note:</b> 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.</p>
<b>Timeframe:</b>	The timeframe for when drug testing occurs is at the client's discretion but also must be completed consistently.

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**“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.”

**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
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