



## **Drug and Alcohol Abuse Prevention Policy**

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Substance abuse has an adverse impact on an employee's work, as well as the ability of San Diego Insurance Temps, Inc. dba A-Star Staffing to fulfill its mission to provide professional, skilled employees to our clients. Substance abuse can cause poor performance, decrease productivity, and create safety hazards. We are committed to establishing and maintaining an alcohol and drug-free workforce. We expect the understanding and cooperation of all employees in implementing this policy.

In conjunction with Federal and State laws, A-Star Staffing prohibits the use or possession of any illegal substance, controlled substance, alcohol, marijuana or any other substance which can impair your job performance while working at our client's site and/or while on our client's company property. Employees are also not permitted to utilize company and/or personal vehicles for work purposes while under the influence of the aforementioned substances.

### **REQUIRED TESTING**

**Pre-employment:** A-Star Staffing must adhere to client policies in regards to pre-employment drug testing. Not all clients require passing a drug test before beginning work or receiving an offer of employment. However for clients whose policies do require this, refusal to submit to testing may result in disqualification of further employment consideration.

**Reasonable Suspicion:** Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. A-Star Staffing shall be consulted before sending an employee for testing. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home. Refusal to submit to reasonable-suspicion testing can result in immediate termination and disqualification of further employment consideration.

**Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage to client vehicles, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Refusal to submit to post-accident testing can result in immediate termination and disqualification of further employment consideration.

**Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, A-Star Staffing may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by A-Star Staffing for a minimum of one (1) year but not more than two (2) years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment and disqualified for future employment consideration.

### **CONSEQUENCES**

Applicants and/or employees who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to re-apply in the future. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense alcohol, marijuana, or an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet we believe they are impaired, under no circumstances will the employee be allowed to drive himself or herself home. The first time an employee tests positive for alcohol, marijuana or illegal drug use under this policy, the result will be discipline up to and including discharge. Employees will be paid for time spent in alcohol/drug testing and then suspended without pay pending the results of the drug/alcohol test. After the results of

the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of A-Star Staffing's management team.

### **CONFIDENTIALITY**

Information and records relating to positive test results, illegal drug, marijuana, and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

### **INJURY & ILLNESS PREVENTION POLICY**

It is our policy that everything possible will be done to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall follow these codes of safe practices:

1. Report all unsafe conditions and equipment.
2. Report all accidents, injuries and illnesses.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at a designated location.
6. Exit doors must comply with fire safety regulations during business hours.
7. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
8. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
9. Aisles must be kept clear at all times.
10. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
11. All spills shall be wiped up promptly.
12. Files and supplies should be stored in a safe manner with heaviest items stored closest to the floor and lightweight items stored above.
13. All cords running into walk areas must be taped down or inserted through rubber protectors.
14. Never stack material precariously on top of lockers, file cabinets or other high places.
15. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
16. Do not open more than one upper drawer at a time.
17. Always use the proper lifting technique. Push objects; do not pull. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
18. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
19. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
20. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
21. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
22. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
23. Cleaning supplies should be stored away from edible items on kitchen shelves.
24. Avoid prolonged awkward neck posture such as keeping head tilted forward, backward or to one side.
25. Avoid lower back strain while seated by adjusting chair height and / or by using a footrest to maintain a 90 degree angle relationship between the back and upper leg.
26. Avoid shining harsh light into the eyes.
27. Avoid constant bending.
28. Keep ears, shoulders and hips in a straight line when bending.
29. Get close to an object before reaching for it.
30. Position any monitor at eye level and an arm's length away.
31. Get up and walk for a couple minutes every hour.
32. Extend your legs and wiggle your toes to increase circulation while sitting.