

ALCOHOL AND SUBSTANCE ABUSE POLICY



Is a Drug-Free Workplace, in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of Illegal Drugs and Alcohol is inconsistent with the behavior expected of employees. The use of Illegal Drugs and Alcohol subjects employees and visitors to unacceptable safety risks that undermine the Company's ability to operate safely, effectively and efficiently.

CEO'S Signature

DRUG-FREE WORKPLACE POLICY

PURPOSE

ServicExperts, Inc. values its employees and recognizes their need for a safe and health work environment. Furthermore, employees abusing drugs and alcohol are less productive and are often a risk to the safety and productivity of our company. The establishment of a Drug-Free Workplace Policy is consistent with this company's desire to promote a safe and accident-free workplace.

POLICY

It is the policy of ServicExperts, Inc. to maintain a workplace free from the use and abuse of illegal drugs and alcohol. Compliance with this policy is a condition of continued employment. At any time ServicExperts, Inc. may unilaterally, at its discretion, amend, supplement, modify, or change any part of this policy. The policy does not represent an expressed or implied contract, and it does not affect your status as an at-will employee.

To maintain a Drug-Free Workplace, ServicExperts, Inc. has established the following policy effective 3/01/2012 with regard to the use, possession, and sale of illegal drugs and alcohol. Drug and alcohol testing practices will be adopted to identify employees or applicants using drugs and/ or alcohol.

DRUG & ALCOHOL PROHIBITIONS

“Illegal Drug” means: any drug (1) which is not legally obtainable, or (2) which is legally obtainable but has not been legally obtained, or (3) non-prescribed controlled drugs. In addition, “illegal drug” means prescribed drugs not being used in prescribed manner.

- 1) Any employee involved in any of the following activities at any time during the hours between the beginning and end of the employee's work shift, whether or not on Company business, premises, or property, is in violation of Company policy and subject to disciplinary action:
 - a) Bringing illegal drugs onto Company property or premises.
 - b) Having possession of or having any amount of illegal drugs or alcohol in employee's body during working hours.
 - c) Using, consuming, transforming, distributing, or attempting to distribute or dispensing illegal drugs.

DRUG AND ALCOHOL TESTING

ServicExperts, Inc. asserts it's legal right and prerogative to test any employee for illegal drugs and alcohol use in conjunction with any accident or injury alleged to have occurred within the

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course and scope of employment. Employees may be asked to submit to a medical examination and/or submit to urine, saliva, breath, blood, and/or hair testing for illegal drugs or alcohol within the body of the employee following an alleged accident or injury. Any information obtained through such examinations may be retained by the Company and is the property of the Company.

In particular, ServicExperts, Inc. reserves the right, in its discretion and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol in situations such as, but not limited to, the following:

POST-ACCIDENT

An incident occurring while on Company business that results in injury (requiring medical treatment) to an employee or others and/or damage to Company property will be subject to illegal drug and/or alcohol test.

Failure to report any accident which meets the post-accident testing criteria is in violation of Company policy and subject to disciplinary action. Employees testing positive, under state law, may be ineligible or receive a 15% reduction of workers' compensation benefits.

REASONABLE SUSPICION

Current employees may be asked to submit to a drug and/or alcohol test if cause exists to indicate that their health or ability to perform work may be impaired.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard. Therefore, a reasonable suspicion test will only be conducted after careful consideration.

DRUG TESTING PROCEDURES

The drug test will be performed from urine specimens collected at a qualified collection site. For all post-accident and reasonable cause situations to determine substance levels, a blood test or evidential breath test will be performed at the collection site. The collection site will take the necessary steps to avoid any dilution or alteration of urine specimens.

Proper handling of the specimens will be maintained so that the specimen results can be traced to the proper individual. A secure, written Chain-of-Custody process will be implemented from the time of the collection of the specimen until the specimen is disposed of or secured in frozen long-term storage.

The specimen will be analyzed by a NIDA-certified, professional laboratory for the following controlled substances only:

Cocaine	Cannabinoids (marijuana)
Amphetamines	Phencyclidine (PCP)
Opiates	

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In addition to the above controlled substances, breath test or blood test will be conducted to determine presence of Alcohol.

Any employee who is tested will have the right, upon request, to see the results of his/her test. Employees whose tests are confirmed positive will be notified by the company. If the test is a result of a post-accident situation requiring medical care, the company's workers' compensation insurance carrier will be notified of the results.

DISCIPLINARY ACTION

The company reserves the right to use disciplinary actions, up to and including termination of employment, depending upon the seriousness of the violation, the employee's present job assignment, the employee's record with the Company, and other factors, including the impact of the violation upon the conduct of Company business.

CONSENT

As a condition of continued employment, employees must sign the attached consent form.

* I have read and understand this policy and will abide by it as a condition of my employment.

Employee Signature

Date

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EMPLOYEE DRUG-FREE WORKPLACE CONSENT FORM

I have had the opportunity to read and ask questions about ServicExperts, Inc. drug and alcohol testing policy.

I hereby acknowledge receipt of ServicExperts, Inc. Drug-Free Workplace Policy regarding drugs and alcohol. I have read and understand the Policy. I understand that refusal to submit to any drug test required by this policy or a positive test result is ground for disciplinary action up to and including termination. Furthermore, I authorize the release of the test results to my employer, and/or, on post-accident tests, the company's workers' compensation insurance carrier and understand the refusal to release these results is grounds for disciplinary action up to and including termination. I understand that if I test positive for drugs or alcohol following an on-the-job accident, I may be ineligible for workers' compensation benefits or have benefits reduced by 15% as allowed by Kansas law.

I recognize that the Company's policy on drugs and alcohol does not constitute an expressed or implied contract of employment.

The reasons for a drug and alcohol test have been fully explained to me by ServicExperts, Inc.

The consequences of not submitting to drug and alcohol testing have been explained to me by ServicExperts, Inc.

I, _____, voluntarily consent to drug and alcohol testing.

SOCIAL SECURITY NUMBER: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____