



Beav's Window Cleaning, LLC.

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DRUG-FREE WORKPLACE POLICY

Beav's Window Cleaning is committed to safeguarding the health of our employees and providing a safe work environment for everyone. Because of this, the Company has implemented a Drug-Free Workplace Policy to comply with Florida Statute 440.102(Drug-Free Workplace).

It is a condition of employment to refrain from using illegal drugs or unauthorized controlled substances on or off the job. Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, selling, or attempting to sell illegal drugs or any other unauthorized or mind-altering substances at any time while on or off Company property whether on duty or not and whether or not on Company business.

For purposes of this policy, an illegal drug is any substance which (a) is not legally obtainable; (b) may be legally obtainable but has not been legally obtained; or (c) is being used in a manner or for a purpose other than prescribed.

Violation of this policy will result in disciplinary action up to and including discharge from employment.

If you have any questions, please contact Larry Prescott.

NOTICE WE DRUG TEST

As part of our commitment to a drug-free workplace, we require our applicants to submit to a drug test, effective 01/22/2016.

Your refusal to take the test, or your failure to pass the test according to minimum standards,

will disqualify you from further consideration for employment. If you become employed by

our organization you may be required to again submit to a drug test as requested, and your

failure to pass the test in accordance with minimum standards will result in your termination of

employment. All current employees are given 60 days notice of the implementation of the

Drug Free Workplace program. After 60 days employees may then be required to submit to a

drug screen.

SUMMARY OF DRUG FREE WORKPLACE POLICY

Effective: 01/22/2016

This Company requires all employees to report to work without any alcohol or illegal, mind altering or unauthorized controlled substances (drugs) in their systems. We also will not tolerate employees manufacturing, using, selling, possessing, distributing, dispensing or making arrangements to distribute illegal drugs or other unauthorized controlled substances while at work or on Company property or otherwise engaged in Company duties. Further, outside conduct that affects your work, our relationship with co-workers, or the public, or reflects badly on the Company is prohibited. Violation of these rules will subject you to discipline, including discharge.

In order to enforce these rules, we reserve the right to require employees to submit at any time to urinalysis, blood, breath, or other tests to determine the presence of prohibited substances. We will utilize confirmation tests and careful collection and testing procedures to ensure that we obtain an accurate result. We also reserve the right to search desks, cabinets, toolboxes, vehicles, bags or any other property at the Company or in its vehicles. Failure to consent to search or display for visual inspection will be grounds for termination or reason for denial of access to Company premises. Searches of employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration of the employees involved. Refusal to cooperate with the Company in any investigation will result in discipline, including discharge.

The Company's drug testing policy is designed to conform with the drug-free workplace program requirements set forth in Section 440.102, Florida Statutes, and Rule 38F-9 of the Department of labor and Employment Security, Division of Workers' Compensation. Employees, as a condition of employment, are required to abide by this policy. The Company will conduct drug tests in the following circumstances:

A. Application for Employment. Job applicants must submit to a drug test as part of the application process. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

- i.** All applicants who have been offered employment conditioned on successfully passing a drug test will be tested for the presence of drugs as part of the application process.
- ii.** Applicants will be asked to sign the consent agreement. If an applicant refuses, he / she will not be considered for employment and the employment application process will be terminated.
- iii.** If an applicant's test is confirmed positive, the applicant will not be considered for employment and the employment application process will be terminated.

B. Reasonable Suspicion. Employees may be required to submit to screening if there is a reasonable suspicion that they are using or have used drugs. Reasonable suspicion may arise from among other factors:

i. Direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.

ii. Deterioration in work performance.

iii. Co-worker reports of drug use.

iv. Evidence that an individual has tampered with a drug test during his employment with the Company.

v. Causing or contributing to a workplace or vehicular accident, which indicates possible error in judgment or negligence.

vi. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while operating Company vehicles, machinery, or equipment.

vii. Attendance or behavioral changes.

C. Routine Fitness for Duty. Employees will be required to submit to drug tests conducted as part of fitness-for-duty medical examinations.

D. Follow-up Testing. If the employee in the course of employment enters an employee assistance program for drug related problems, or an alcohol and drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such program, and on a quarterly, semi-annual basis for a 2-year period.

E. Random Testing. If implementing the Random Testing program, the Company will ensure that the means of random selection remain confidential. The employees will be randomly selected by computer (3rd party) and will be notified of scheduled testing with minimal advance notice. The supervisor shall explain to the employee that he/she is under no suspicion and that his / her name were selected randomly. A selected employee may obtain a deferral from testing if in a leave status or on official travel, but only with agreement from supervisors. (the employee may be rescheduled for testing within 60 days).

F. Additional Testing. Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulation, or as deemed necessary by the Company. Employees who refuse to submit to drug testing or who test positive for drugs will be subject to disciplinary action up to and including discharge and forfeiture of all Workers' Compensation medical and indemnity benefits. All information received by the Company through the drug testing program is confidential and cannot be used as evidence in any public or private proceedings, except:

i. by consent of the employee tested;

ii. if release is compelled by a hearing officer or court;

iii. The Company, its agents, and drug test laboratories may have access to drug test information when consulting with legal counsel in connection with actions brought under or related to Florida Statute 440.102 or when the information is relevant to the Company's defense in a civil or administrative matter.

PROCEDURE

A. Larry Prescott will coordinate all testing requests. Questions regarding this policy or requests for approval for testing should be directed to: Larry Prescott

B. Drug testing shall be conducted in accordance with the following procedures:

1. Collection, transportation, and storage of samples shall be conducted with due regard to the privacy of the individual providing the sample and in a manner reasonably calculated to prevent substitution or contamination of the sample. The Company shall use chain-of-custody procedures as established by the Department of Health and Rehabilitative Services.

2. Each specimen container shall be labeled.

3. Employees and applicants shall be given a form in which they may provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications.

4. Tests shall be conducted by a licensed laboratory.

5. Specimens may be taken or collected by a physician, a physician assistant, a licensed practical nurse, a nurse practitioner, or a certified paramedic who is present at the scene of an accident for the purpose of rendering emergency medical service or treatment or a qualified person employed by a licensed laboratory.

6. Under Florida Statute 440.102 The Employee has the right to contest or explain a positive drug test result. **Specimens yielding a positive confirmed result shall be preserved by the licensed laboratory:**

i. For at least 210 days after the results are mailed or otherwise delivered to Company;

or

ii. If the employee or job applicant undertakes an administrative or legal challenge to the test result, until the case or administrative appeal is settled.

7. During the 180-day period after written notification of a positive test result, the employee or job applicant may obtain a portion of the sample for retesting by another licensed laboratory. The laboratory that performed the original test and confirmation is responsible for the transfer of the sample and for the integrity of the chain-of-custody during the transfer.

8. Within five (5) working days after receipt of a positive confirmed test result, Company shall notify the employee or job applicant in writing of the result, its consequences and the employee's or job applicant's options. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the testing laboratory of any administrative or civil action brought pursuant to the Florida Drug Free Workplace Statute, and the laboratory shall retain the sample until the case is settled.

9. All employees and job applicants have the right to consult with the Company's MRO for technical information regarding prescription medications that may affect the results of their test. The Company shall provide a copy of the test results upon request.

10. Within five (5) working days after receipt of a positive confirmed test result, the employee or job applicant may submit information to the MRO and testing laboratory in order to contest the result or to explain why the results do not constitute a violation of this policy. If the challenge or explanation is unsatisfactory, the Company shall provide an explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with a report of the test results. All such documentation shall be kept confidential.

If the MRO cannot reach the individual (after making a reasonable effort) the MRO will contact the company. Then, the company will try to contact the employee and direct the employee to contact the MRO as soon as possible. The MRO and company must try to the maximum extent possible to contact the individual in confidence.

There are three situations where the MRO may verify a positive test result without speaking directly with the employee, ("a non-contact positive"):

---When the employee declines to discuss test

---When neither the MRO nor the company, after making all reasonable efforts, has been able to contact the employee within a reasonable time from the date the MRO received the confirmed, positive test result from the lab

---When the company has successfully made and documented a contact with the employee and instructed the employee to contact the MRO and the employee has not done so within a reasonable amount of time.

The MRO may reopen the investigation if the employee later presents the MRO with information regarding serious illness, injury, or other circumstances that unavoidably prevented the employee from contacting the MRO. The MRO based on the information, may reopen the verification, allowing the employee to present information concerning the legitimate explanation for the test results.

The specimen will remain frozen in long-term storage at the lab for a minimum of one year. Long-term, frozen storage ensures that positive urine specimens will be available for any necessary retest during administrative or disciplinary proceedings. The laboratory will retain all records regarding a urine specimen for a minimum of two years unless otherwise requested by the company.

C. Employee Protection

1. The drug-testing laboratory will not disclose any information concerning the health or mental condition of the tested applicant.
2. The Company will not request or receive from the testing facility any information concerning the personal health, habit or condition of the employee including, but not limited to, the presence or absence of HIV antibodies in the body fluids.
3. The Company will not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test.
4. The Company shall not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment for a drug-related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug-related problems, or entered an alcohol and drug rehabilitation program. An employee who voluntarily comes forward before being confronted, tested, or involved in a drug-related incident may be provided rehabilitative opportunities, leave, or an opportunity to resign as determined by management in consultation with a Company coordinating physician.
5. The Company shall promptly detail in writing the circumstances, which formed the basis of a determination of reasonable suspicion and shall provide this documentation to the employee upon request. The documentation shall be kept confidential and shall be retained by the Company for at least (1) year.

Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

Employees can report the use of prescription or non-prescription drugs, which may affect drug

tests by completing a written consent form and by notifying their supervisor where these drugs may affect their job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance.

The Company will test for the following drugs:

Alcohol (booze, drink)

Amphetamines (Binhetamine, Desoxyn, Dexedrine)

Cannabinoids (marijuana, hashish, hash, hash oil, pot, joint, roach spliff, grass, weed, reefer).

Cocaine (coke, blow, nose candy, snow, flake, crack)

Phencyclidine (PCP, angel dust, hog)

Hemp Products(including hemp oil, seed, candy)

Methaqualone

Opiates (opium, dover's powder, paregoric, parepectolin)

Barbiturates (Phenobarbital, Tuinal, Amytal)

Benzodiazophines (Ativan, Azene, Clonopin, Dalmone, Diozepam, Halcion,

Librium, Poxipam, Restoril, Serax, Tranxene, Valium, Vertron, Xanax)

Methodone (Dolophine, Methadose)

Propoxyphene (Davocet, Darvon N, Dolene)on