



Drug Testing Program & Policy LLC

For Carol Anne's Caregivers

To insure accuracy & fairness of our drug testing program all test will be conducted for all employees. Each employee as a condition of employment shall be required to participate in pre employment drug testing, random drug testing, post accident drug testing and or reasonable suspicion drug testing.

The substances that will be tested for are :1.Amphetamines. 2. Cannabinoids (THC) 3. Cocaine. 4. Opiates. 5.Phencyclidine (PCP)

It is the employees responsibility to report to the employer in the event of an accident.

Human resources will conduct pre employment drug testing, random drug testing, post accident drug testing, and or reasonable suspicion drug testing through a doctors care facility on the grand strand of sc as predetermined or other like facility approved by Carol Anne's Caregivers LLC.

Pre Employment testing- all applicants for employment with Carol Anne's Caregivers LLC must submit to a required 5 panel drug test, or a confirmed positive drug test indicating drug test is prohibited by this policy. Any applicant shall be disqualified from the further consideration for employment.

Random drug testing- pursuant to sc code Ann 44-70-70 at a minimum a five panel drug screen will be utilized that test for cannabis, cocaine, amphetamines, opiates, and phencyclidine.

Reasonable suspicion- if a supervisor and or human resources staff member together determine an employee shall be tested for a five panel drug screen due to a reasonable documented suspicion , an employee shall submit to this screen.

Post-accident testing- an employee may be required to to submit to post-accident 5 panel drug screen testing & or alcohol test under the following circumstances:

1. After an accident and upon being issued a citation for moving violation.
2. After an accident involving injury or death of a human being.
3. If a federal, state, or local law enforcement officer directs an employee to submit to a drug and alcohol test at the scene of an accident, it will be the responsibility of the employee to notify his/her supervisor and human resources immediately and provide an incident/accident report.
4. If an employee is not tested on the scene by law enforcement officials, the employee may be required to submit to a drug testing no later than 32 hours and or alcohol tested no later than 8 hours after the accident.
5. In the case where an employee is seriously injured and cant provide a specimen at the time of the accident he or she must provide the necessary authorization to release information needed to determine the existence of drugs and or alcohol in his or her system.
6. Carol Anne's Caregiver LLC must be contacted immediately after an accident under the circumstances described in the above paragraphs so that the specimen collection can be made as soon as possible after the accident.

Record keeping- the human resources department of Carol Anne's Caregivers LLC will be responsible for keeping the lab tested results in each employee's file. Results of the drug & alcohol tests will be kept on file, but the results of the test will not be disclosed without prior consent of the employee except to Administration, owners and human resources who need the information to administer this policy or to recommend or carry out disciplinary action. Confidentiality: all information received by Carol Anne's Caregivers LLC through the drug free workplace program is confidential communication. Access to this information is limited to those who have legitimate need to know in compliance with relevant laws and management policies.

Employee Signature _____ Date: _____
Authorize HR or administrator of Carol Anne's Caregivers LLC Signature
_____ Date _____