

Drug Testing Policy



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CAROLANNECARES.COM

To ensure accuracy & fairness of our drug testing program, all tests will be conducted for all employees. Each employee as a condition of their 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 in the following classifications will be tested for:

1. Amphetamines.
2. Cannabinoids.
3. Cocaine
4. Opiates
5. Phencyclidine (PCP)

The Administrative Coordinator, and or the owner will conduct pre employment drug testing, random drug testing, post accident drug testing, and or reasonable suspicion drug testing in the administrative coordinators office, or on site. Carol Anne's Caregivers LLC also reserves the right to use drug testing facilities like doctor's care of the grand strand, or any other medical facility they deem fit. If a prospective or active employee has a prescription for a medication in classification 1 or 4 listed above, that prescription needs to be presented to administration before the drug test is administered. The prescription must be valid and current and signed by the prescribing physician, With the signed valid and current prescription an exception will be made for a positive result on that aligning drug classification panel.

-Pre Employment Testing - all applicants for Carol Anne's Caregiver's LLC must submit to a required 5 panel drug test. A confirmed positive drug test indicating drug use is prohibited by this policy. Any Applicant shall be disqualified from the further consideration of 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 the 5 classifications listed above.

-Reasonable Suspicion - If the owner and or Administrative Coordinator together determine an employee shall be tested for a 5 panel drug test due to reasonable documented suspicion, an employee shall submit to this screen.

-Post Accident Testing - An employee may be required to submit to post-accident 5 panel drug testing and or alcohol testing under the following circumstances:

1. After an accident and upon being issuer a citation for a 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 a drug or alcohol test at the scene of an accident, it will be the responsibility of the employee to notify his/her supervisor immediately, and provide an incident or accident report.
4. If an employee is not tested on the scene by law enforcement officials, the employee may be required to submit to 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 can't 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 or alcohol in his or her system.
6. Carol Anne's Caregiver's 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. It is the employee's responsibility of the employee to report to the employer in the event of an accident.

Record Keeping- The Administrative Coordinator will be responsible for keeping the results in each employees file. Results of the drug and alcohol tests will be kept on file, but the results on the test will not be disclosed without prior consent of the employee, except to administration, and owners who need this information to enforce this policy, recommend, or carry out disciplinary.

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 a legitimate need to know in compliance with relevant laws and management policies.

Employee Signature

Date

Print Employee Name

Authorized Administrator of Carol Anne's Caregivers LLC.

Date