

Policy Statement

Aerotek is committed to providing a safe work environment and to promoting and protecting the health, safety and well being of its employees, contractors, customers and clients. This commitment is jeopardized when an employee or contractor engages in the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances or abuses prescription drugs or alcohol. Substance abuse is a serious health problem and has a detrimental effect on Aerotek, its customers and clients in terms of productivity, absenteeism, accidents, medical costs, theft and worker's compensation costs. In addition, Aerotek will vigorously comply with all applicable laws, including the Drug Free Workplace Act of 1988 and applicable State laws. This policy covers all contract employees (full-time, part-time and temporary employees). Therefore, Aerotek has established the following policy:

Policy

While on Aerotek, client or customer premises and while conducting business-related activities of Aerotek, client or customer premises, no contract or internal employee may use, possess, distribute, sell, convey, manufacture, or have a system (blood, sweat, hair, urine or saliva) presence of any illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and safely. Aerotek will follow the federal and applicable State guidelines in determining the definition of illegal drugs (including determinations regarding the use of medical marijuana).

Alcohol must not be consumed in a Aerotek office or at a client or customer facility. Employees may not report to work, or return from lunch or other break periods under the influence of alcohol (defined as when the result of drinking any amount of alcohol impairs mental or physical faculties in such a way as to reduce the ability to act with ordinary care). A person shall be determined to be under the influence if the blood alcohol level is .04% or higher.

Stipulations

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have other legal consequences.

Drug and Alcohol Testing

Where permitted by law, Aerotek reserves the right to require drug and alcohol tests of contract employees in the following situations:

- Post-offer; or
- Pre-employment; or
- Reasonable cause or suspicion; or
- Random; or
- Following an on the job accident which results in personal injury or property damage; or
- Pursuant to the policies of the client or customer.

A contract employee's failure to immediately comply with a request to submit to a reasonable cause or suspicion, post-accident or random substance test may result in immediate termination.