

STAFFORD MANAGEMENT INC A DIVISION OF STAFFORD
DEVELOPMENT COMPANY
SUBSTANCE ABUSE POLICY STATEMENT
December 1, 1998

Stafford Management Inc (“The Company”) is a division of Stafford Development Company. “The Company” is committed to providing a safe work environment and to fostering the well being and health of its employees. We believe that this commitment is jeopardized when any “Company” employee illegally uses drugs on or off the job, comes to work under their influence, possesses or distributes or sells drugs in the workplace, or abuses alcohol on the job and/or prescribed drugs. Therefore, “The Company” has established the following policy:

1. It is a violation of “the Company” policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of “the Company” policy for any employee to report to work under the influence of or while possessing in his or her body, blood, urine or saliva, illegal drugs in any detectable amount.
3. It is a violation of “the Company” policy for any employee to report to work under the influence or impaired by alcohol or to be impaired as a result of taking prescribed drugs.
4. It is a violation of “the Company” policy for any employee to be under the influence of alcoholic beverages or to consume alcoholic beverages at any time while on “the Company” business, or during personal breaks.
5. It is a violation of “the Company” policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications so long as the medication does not impair the employee’s performance, in the opinion of “the Company”.
6. Violations of this policy are subject to disciplinary action up to and including termination. This includes first time offenders.
7. “The Company” offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the facility in the breakroom. In addition, we will distribute this information to employees for their confidential use.

GENERAL PROCEDURES

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor consults privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by safe transportation - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug test may be ordered. An employee will not be allowed to drive.

Prescription drugs prescribed by the employee's physician may be taken during work hours. However, an employee taking a prescribed drug must notify his or her supervisor if the use of properly prescribed prescription drugs might affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

EMPLOYEES RIGHTS

Employees and job applicants who have a positive confirmed test result may explain or contest the result to "the Company" within five (5) working days after "the Company" contacts the employee or job applicant. Employee can only obtain positive test results from the laboratory. Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

PRE-EMPLOYMENT DRUG TESTING

All job applicants at “The Company” will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a oral fluids test on-site or designated (location/laboratory) chosen by “The Company” and by signing a consent agreement, will release “The Company” from liability relating to said drug testing.

If the physician, official, lab personnel or Certified Drug Testing Representative of Stafford Development Company has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

“The Company” will not discriminate against applicants for employment because of past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that “The Company” will not tolerate.

Individuals who have failed a pre-employment or post employment test may initiate another inquiry with “The Company” after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by oral fluids or other test selected by this “The Company”.

EMPLOYEE TESTING

“The Company” has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to a substance abuse testing under the following circumstances:

A. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. “Reasonable suspicion is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience”. Among other things, such facts and inferences may be based upon, but not limited to, the following:

1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. A report of substance abuse provided by a reliable and credible source;
4. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;

5. Information that an employee has caused or contributed to an accident while at work; or
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
7. A positive test resulting from a drug screening process can result in suspension from the job without pay pending confirmation from drug test. If confirmed drug test is negative, employee will be compensated for normal work hours and will resume employment.

B. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. "The Company" may also send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

C. As part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.

D. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-day medical examination that is part of the "The Company's" established policy or that is scheduled routinely for all members of an employment classification or group.

E. Random testing is conducted without individualized suspicion of a violation of the "The Company's" substance abuse policy. Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested.

ALCOHOL ABUSE

The consumption or possession of alcoholic beverages on the premises of “The Company” is prohibited. (“Company” sponsored activities, which may include the serving of alcoholic beverages, are not included in this provision.) An employee whose normal functions are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests is .020 or higher while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

It is the responsibility of “The Company” supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor’s job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at “The Company”.

STAFFORD MANAGEMENT INC A DIVISION OF STAFFORD DEVELOPMENT COMPANY

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. “The Company” is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employee’s job security.

To address this problem, “The Company” has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interest of all employees. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employee drug testing. This policy was designed with two basic objectives in mind: (1) employees deserve work environment that is free from the effects of illegal drug use or alcohol abuse and the problems associated with such, and (2) “The Company” has a responsibility to maintain a healthy and safe workplace.

To assist us in maintaining a safe and healthful workplace, we maintain a resource file of information of various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located by the time clock. In addition, we will distribute this information to employees for their confidential use. If you desire additional information beyond available resources at your workplace, please contact Margaret Higdon at Stafford Development Company, Tifton, Ga.

An employee whose conduct violates “The Company’s” Substance Abuse Policy will be disciplined up to and including termination.

We believe it is important that we all work together to make this Company a drug-free workplace and a safe, rewarding place to work.

Sincerely,

DeNean Stafford, III

DeNean Stafford, III
President

PRE-EMPLOYMENT DRUG TESTING CONSENT AND RELEASE FORM

I hereby consent to submit to an oral fluids drug test and/or other tests as shall be determined by “The Company’s” in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that (doctor or Lab) or a Certified Drug Testing Representative of Stafford Development Company may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by “The Company” for analysis.

I further agree to and hereby authorize the release of the results of said test to “The Company” and its parent Company Stafford Development.

I understand that it is the current use of illegal drugs that would prohibit me from being employed at “The Company”.

I further agree to hold harmless “The Company” and its agents from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said testing in connection with “The Company’s” consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

APPLICANT

Print Name: _____ SS# _____

Signature: _____ Date: _____

WITNESS

Print Name: _____

Signature: _____

ACTIVE EMPLOYEE CERTIFICATION OF AGREEMENT

I do certify that I have received and read the “The Company’s” Substance Abuse and Testing Policy and have had the Georgia Worker’s Compensation Drug-Free Workplace certification program (O.C.G.A. 34-9-410) explained to me. I understand that if my performance indicates it is necessary, or in the case of random testing, I will submit to a substance abuse test. I also understand that failure to comply with a substance abuse test request, or a positive result may lead to termination of employment and denial of unemployment benefits. I understand that failure to submit to a substance abuse test or a positive test result may affect my right to obtain worker’s compensation benefits. I further agree to and hereby authorize the release of the results of said tests to the “the Company”. Nothing in this consent form is to be construed as a contract between the parties.

Name (please print): _____

Signature: _____

Date: _____