
Hire Up Staffing & Healthcare Services
(A Kirkman Beck, LLC Company)
Policies Agreement • OCTOBER 8, 2025 REVISION

Substance Abuse Prevention Policy

Policy Statement and Objectives

Hire Up is committed to maintaining a safe, healthy, and productive workplace for all employees, clients, and the public. Drug and alcohol abuse poses a direct threat to this goal. Therefore, we require a substance-abuse-free working environment.

Prohibited Conduct: Employees, and individuals acting on behalf of the company or during working hours, must not be under the influence of, use, or possess any prohibited drug or alcohol. For questions about this policy, please contact Human Resources.

I. Scope and Prohibited Conduct

A. Who Must Follow This Policy?

This policy applies to all Hire Up employees without exception. This includes:

- Job Applicants: Must pass a drug and/or alcohol test following a conditional job offer.
- Active Employees: Applies at all times while working, representing the Company, or on Client/Company property.
- Temporary Staff, Contractors, and Vendors: Must not engage in prohibited activity while on Company premises or performing services for Hire Up.

B. Prohibited Drugs and Alcohol

1. Illegal Drugs

The Company strictly prohibits the use, possession, sale, distribution, or manufacture of any illegal drug or unlawful intoxicant at any time.

- Definition: "Illegal drugs" are all substances regulated or prohibited by federal, state, or local law.
- Prescription Misuse: This includes prescription medications for which an individual does not have a valid prescription, or which are used in a manner inconsistent with the prescription or dosage directions.

2. Alcohol

Alcohol is strictly prohibited:

- While working or representing Hire Up.
- While operating a Hire Up-provided vehicle or on Company business.
- When present on Hire Up premises (including offices, leased property, and customer job sites).
- Off-the-Job Conduct: Alcohol use or abuse off the job that impairs your performance or ability to report to work fit for duty may result in disciplinary action.
- Exceptions: The moderate, limited use of alcohol may be authorized at Company-approved events (with advance approval from senior management). Employees who choose to consume alcohol at these events must be of legal drinking age and act responsibly.

3. Prescription and Over-the-Counter (OTC) Medications

Lawful use of prescribed or OTC medications is permitted, provided:

- You consult with a health care professional about the medication's potential effects on your ability to work safely.
- You promptly disclose any required work restrictions (and their expected duration) to a supervisor or HR representative.
- Medicines brought to work must be kept in their original prescription bottle or OTC container.

Hire Up reserves the right to transfer, reassign, or place an employee on a leave of absence if a medication may affect the employee's ability to perform their job safely. Prescription and OTC medications may cause a positive test result, which will be reviewed by the Medical Review Officer (MRO).

II. Drug & Alcohol Testing Requirements

Hire Up may test for the presence of drugs and alcohol in the following circumstances:

Testing Circumstance	Description and Criteria
Pre-Employment	Required for all job applicants following a conditional offer of employment. Required for safety-sensitive jobs (e.g., industrial or medical environments).
Reasonable Suspicion	Required when management has reason to believe an employee is in violation of this policy. Suspicion is based on observations of behavior, appearance, odor, physical symptoms, performance decline, or information from credible sources.
Post-Accident	Required after any serious accident or incident on duty where the employee's actions appear to have played a part, including those resulting in significant property damage or requiring emergency medical treatment.
Return-To-Work & Follow-Up	Required after successfully completing a Company-approved rehabilitation program. Follow-up testing is unannounced and may occur for up to two years as a condition of continued employment.

A. Refusal to Test is a Violation

Refusal to submit to a drug and/or alcohol test will be treated as a violation of this policy.

Refusal includes, but is not limited to:

- Failure to provide written consent.
- Failure to complete the testing process.
- Any attempt to tamper with, substitute, adulterate, dilute, or falsify a sample.

B. Testing Procedures

- MRO Review: A Medical Review Officer (MRO) will contact you if your initial drug test is positive to give you an opportunity to provide a legitimate medical explanation (e.g., a valid prescription).
- Costs: Hire Up will pay the costs of all drug and/or alcohol tests it requires of employees and applicants.
- Results: Employees will be provided with a copy of their own test results

III. Consequences and Rehabilitation

A. Consequences of a Violation

- Employees: A verified positive test result or a refusal to test is a violation of this policy and will subject the employee to disciplinary action, up to and including immediate termination.
- Applicants: A positive test result or refusal to test will result in the immediate rescission of the job offer and denial of employment.

B. Voluntary Rehabilitation (Amnesty Program)

Hire Up strongly encourages employees to seek help for substance abuse issues before a violation occurs.

- **Voluntary Disclosure:** If you voluntarily disclose a drug or alcohol problem to management prior to being asked to take a test or prior to any other policy violation discovery, you will be reasonably accommodated for treatment or rehabilitation leave.
- **Treatment is Confidential:** Your decision to seek help will be treated as confidential, communicated only on a need-to-know basis.
- **Required Action:** You may use available vacation, sick leave, or FMLA leave (if eligible). Health insurance may cover the costs.
- **Return to Work:** You may only return to work after successfully completing the rehabilitation program and passing a Return-to-Work test. You will be subject to Follow-Up testing.

Note: Voluntary enrollment in a rehabilitation program does not excuse or limit the consequences of failing to meet job expectations or committing a policy violation that has already been discovered.

Employee Assistance Program (EAP): Hire Up provides a free, confidential Employee Assistance Program (EAP) available 24/7 to all employees and their families. The EAP can help with substance abuse counseling, resources, and referrals. Contact Human Resources for more information on the EAP.

IV. Confidentiality

All records relating to positive test results, drug/alcohol treatment, and employee medical information will be kept confidential in secure files separate from personnel files and will be disseminated only on a need-to-know basis. Results will not be released outside the Company without your written consent, except as required by law.