

Rada Mfg. Co. Drug Testing Policy

A. STATEMENT OF PURPOSE

Rada Mfg. Co. recognizes the problems of substance abuse in society and in the work place. Substance abuse poses a serious threat to our staff. By enacting a substance abuse policy and program, we hope to combat the problems associated with substance abuse by creating a drug free work place.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug free environment. Our intention is to prevent substance abuse and promote its treatment. We encourage those who use drugs to seek help in overcoming their problem.

With these basic objectives in mind, Rada Mfg. Co. has established the following program and policies for a drug free work place.

While the company believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change, to terminate, or to deviate from them at any time. Nothing in this program is intended, nor should be construed, as requiring Acuse for termination or otherwise altering the at-will nature of the employment relationship.

B. DEFINITIONS

1. **"Abuse" of a legal drug:** Any use of legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.
2. **ADrug:** Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. S801 et seq. Including but not limited to, Marijuana, Hemp seed products, Cocaine, Opiates (including morphine and codeine), Phencyclidine, Amphetamines.
3. **ALegal Drug:** A drug for which there is a valid prescription, or over the counter drug for the employee.
4. **"Prospective employee:"** A person who has made application, whether written or oral, to our company to become an employee.
5. **ASample:** A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. 'Sample' does **not** include blood [except in situations where a blood test was made on an employee involved in a work place accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer].

C. PRE-EMPLOYMENT SUBSTANCE ABUSE SCREENING PROGRAM

1. **Drug Testing.** It is the policy of Rada Mfg. Co. to conduct pre-employment drug tests designed to prevent hiring individuals who use drugs. A prospective employee who refuses to submit to a drug test will be deemed not qualified, and either the application process will be terminated or any conditional offer of employment that has been extended will be withdrawn.

The prospective employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body.

The following is a list of drugs for which testing will be conducted:

Marijuana; including Hemp seed products;
Cocaine;
Opiates (including morphine and codeine);
Phencyclidine;
Amphetamines (including methamphetamines).

To be considered qualified for employment with Rada Mfg. Co., we must receive a "negative" report on the drug screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and either the application process will be terminated or any conditional offer of employment that has been extended will be withdrawn.

2. **Testing Results.** All prospective employees will be notified in writing the results of the drug tests. All drug testing done for Rada Mfg. Co. will be conducted by an approved Medical Review Officer (MRO) and is as follows:

Allen Memorial Hospital
Occupational Health Services
1825 Logan Ave
Waterloo, IA 50703

Prospective employees shall have the same access to their drug testing records as do employees provided that the prospective employee must make their written request within fifteen (15) days from the date that they were provided the written notice of the results of the drug test.