**Drug Testing Policy (Pre-Employment)**

**Purpose**

All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

**Substances Covered by Drug and Alcohol Testing**

Candidates will be tested for use of the following:

* marijuana
* cocaine
* opiates
* amphetamines (amphetamine and methamphetamine)
* phencyclidine (PCP)
* barbiturates
* benzodiazepines
* methadone
* propoxphane
* chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

**Testing Methods and Procedure**

Upon receipt of an offer of employment, candidates must complete required drug testing within 24 hours. All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards in accordance with state law. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

[Company Name] will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the initial test result.

**Refusal to Undergo Testing**

Candidates who refuse to submit to a drug test or who fail to show up for a drug test within 24 hours of an offer of employment will no longer be considered for employment, and any offer of employment will be rescinded.

**Positive Test**

If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment.

**Right to Explain Test Results**

All candidates have the right to meet with the testing laboratory personnel and with [Company Name] to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within [Company Name] or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

**Retesting**

Candidates may request a retest of the original urine sample within five working days after notification of a positive test result. This retest is at the expense of the candidate, unless the original test result is called into question by the retest.

**Re-Application and Rehire**

Individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs may be protected under the Americans with Disabilities Act. Therefore, [Company Name] will consider the applications of candidates who formerly tested positive for drugs if candidates can show evidence of rehabilitation and compliance with this policy.

**Right to Review Records**

[Company Name] will provide a copy of test results upon written request to candidates who test positive.

**Confidentiality**

All records concerning test results will be kept in medical files that are maintained separately from [Company Name] personnel files.