



Business phone: (510) 452-4626  
Toll-free: (800) 704-8391  
Fax: (510) 452-4642  
Locations on the East and West Coasts

## Pre-Employment and Random Drug Testing

Surgical Exchange will implement our option to reserve the right to pre-employment and random drug testing as a term of employment.

Client facilities that we staff may require a pre-employment and/or random drug testing in order to qualify for an assignment with them. You will be required to comply with all such policies and procedures while working in that facility. If the results of a drug test conducted under such circumstances are positive, Surgical Exchange will take necessary steps to insure the validity of the positive result. If a positive result is confirmed, you will not be eligible to accept additional work with Surgical Exchange until a certified rehabilitation program is completed.

### Non-Compliance

Any employee found in non-compliance with the Drug Free Workplace policy is subject to disciplinary actions up to and including termination. Other action required by state and local laws will be taken.

### Reporting

If you are involved in a criminal drug conviction for a violation occurring in the workplace, you are required by law to report the conviction to your employer within five days. When a facility receives over \$25,000 per year in government funds and Surgical Exchange contracts with them, and the employee has worked within the contract period, the law requires that the facility be notified of the reported conviction within ten days. Violation of this reporting requirement will result in the same disciplinary actions as non-compliance.

### Other

Any provision of this policy that is in conflict with, or becomes in conflict with, any federal, State, or local law, is made null and void. All other provisions will remain in effect.

In accordance with state and local laws, Surgical Exchange will report violations of this policy to the appropriate authorities. Any complaint by a client facility that an employee has violated the Drug Free Workplace Policy will result in an investigation by Surgical Exchange. If the investigation shows that the employee has, indeed, violated the policy, then disciplinary action up to and including termination may be enforced.

## Drug Free Workplace Policy

Surgical Exchange recognizes its responsibility to provide a safe work environment for our healthcare workers, the client facilities we staff, and the patients cared for in those facilities. In compliance with the Drug Free Workplace Act of 1988, Surgical Exchange strictly enforces the following policies. Please read this policy carefully as you are responsible for understanding and complying with it. Non-compliance can result in disciplinary action up to or including termination.

Surgical Exchange Drug Free Workplace Policy applies to all employees. These employees include, but are not limited to, Registered Nurses, Licensed Practical or Vocational Nurses, Certified Nurses' Assistant, and ancillary personnel.



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### Objectives

- Compliance with all federal, state, and local requirements for a Drug Free Workplace.
- Help client facilities provide a safe work environment, therefore helping to provide Surgical Exchange personnel with safe working conditions.
- Ensure quality patient care.
- Reduce absenteeism, increase productivity, and reduce workers' compensation claims associated with alcohol and substance abuse.
- Ensure all employees understand their responsibilities under this policy, as well as penalties for non-compliance.

### Unacceptable Conduct

The following are examples of behavior that is strictly prohibited by Surgical Exchange.

- The use of any illicit drug, illegal inhalant, controlled substance, abuse of prescribed or over-the counter medication, and/or alcohol during working hours.
- The purchase, sale, transfer, diversion, use, or possession of any illegal drug obtained in an illegal manner.
- The arrival for work under the influence of drugs or alcohol, particularly to the extent that job performance is effected and/or the employee is observably impaired.

### Substance Abuse

Substance abuse includes the use, consumption, or presence in the body of alcohol or illegal substances during working hours. It also includes the abuse or misuse of over-the-counter or prescription medications.

### Acknowledgment

I have read and understand the Drug Free Workplace Policy of Surgical Exchange. I am aware that certain clients of Surgical Exchange may require that I submit to pre-employment and/or random drug testing and that I am expected to comply with these requirements in order to qualify for an assignment with such facilities.

It is the policy of Surgical Exchange not to share or release any information to any person, company, or entity regarding any past, present, or future employee or applicant at any time. This policy includes, and extends to include, all employee documents, credentials, exam results, and/or any information submitted to Surgical Exchange during application for employment. All documentation, once submitted to the company, becomes the property of Surgical Exchange and will not be re-released.

**I have read and understand the Surgical Exchange policies set forth in this application, and I agree to abide by them.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date