POLICY STATEMENT

DRUGS AND ALCOHOL – FIELD EMPLOYEES

I. Effective Date of Policy Statement

This Policy Statement is effective December 1, 2009 and supersedes any and all previous Drug and Alcohol policy statements.

II. Purpose

FASTAFF, Inc. and U.S. Nursing Corporation (the “Company”) is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making.

III. Scope

This policy applies to all employees of FASTAFF, Inc., U.S. Nursing Corp. and all subsidiaries. All employees have been issued upon initiation of this policy or upon hire a copy of the company policy, describing in detail what substances will be tested for and under what conditions employees will be tested.

IV. Statement of Policy

To ensure a safe and productive work environment the company prohibits the use, sale, unauthorized dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, or drug paraphernalia on any company or client premises or worksites. This prohibition includes company owned vehicles, or personal vehicles being used for company business or parked on company or client property.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee’s system. A detectable amount refers to the standards generally used in workplace drug & alcohol testing.

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee’s ability to safely perform the employee’s job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and duration. The employee shall present that statement to his or her Career Specialist and on-site supervisor prior to going on duty.

Illegal use of drugs off duty and off company premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers in the company’s ability to meet its responsibilities.

Any violation of this policy will result in disciplinary action up to and including termination.
V. **Employee and Applicant Drug and Alcohol Testing**

To promote a safe and productive work environment, the Company will conduct the following types of Drug/Alcohol test for all field employees:

A. Pre-Employment, prior to commencement of an employees first travel assignment;
B. Pre-Assignment, annually no later than 12 months following an employees last test;
C. Client Mandated Pre-Assignment, prior to commencing an assignment with a client that mandates a Drug and/or Alcohol screen;
D. Client facility request;
E. Return-to-Duty/Follow-up Testing.

VI. **Categories of Employee Substance Testing**

A. **Pre-Employment Testing:**
   An employee must submit to a drug and/or alcohol test prior to the commencement of their first travel assignment with the Company.

B. **Pre-Assignment Annual Testing:**
   An employee must submit to an annual drug and/or alcohol test to maintain eligibility for travel assignments with the Company. These required tests must be performed pre-assignment if a company required drug/alcohol test has not been performed within the 12 calendar months of the start of an assignment.

C. **Client Mandated Pre-Assignment Testing:**
   The Company is contractually required by certain clients to perform a current drug/alcohol test on all employees. Submission to a drug/alcohol test for such clients is a requirement of the assignment.

D. **Client Facility Request:**
   An employee may be asked to submit to tests for alcohol and/or illegal drugs at the discretion of client facility management at any time during an assignment. Such request may be based on reasonable suspicion, post-accident, or any other reasons deemed appropriate by on-site management. Submission to a client requested drug and/or alcohol screen is a condition of employment, refusal to submit to a client requested screen is a violation of this policy and will result in termination of the assignment.

E. **Return to Duty/Follow-up Testing:**
   If the company elects to allow an employee to return to work following a positive test result, it is mandatory that the employee must first pass a drug test and subsequently submit to a program of unannounced testing for a period of not more that twelve (12) months from the date of return to duty.

VII. **The kinds of substances tested for will include the following substances or their metabolites:**

<table>
<thead>
<tr>
<th>Substance</th>
<th>Metabolite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td>Methadone</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Methaqualone</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Opiates [Morphine, Codeine]</td>
</tr>
<tr>
<td>Cocaine Metabolite</td>
<td>Phencyclidine</td>
</tr>
<tr>
<td>Marijuana Metabolite</td>
<td>Propoxyphene</td>
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</tbody>
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VIII. **Inspection and Searches**

The company or its clients may conduct unannounced inspection for violations of this policy in the workplace, worksites, or company or client premises. Employees are expected to cooperate in any inspection.
IX. Voluntary Treatment

The Company supports sound treatment efforts. Whenever practical, the Company will assist employees in
overcoming drug, alcohol, and other problems which may affect employee job performance, as long as this
policy has not already been violated.

If an employee seeks treatment for drug or alcohol use, the employee may be eligible to go into a drug and/or
alcohol treatment program either through the Company’s Employee Assistance Plan (EAP), medical
insurance program, or at his or her own expense.

If the employee elects to enter an appropriate treatment program, the employee may be placed on inactive
status so long as the employee is complying with the conditions of treatment. The Company will have the
right to require verification from the health care provider for a release to work and/or verification of
treatment. More information regarding availability of treatment resources and possible insurance coverage
for treatment services is available from the Human Resources Department.

X. Safeguards/Confidentiality

The drug screen analysis is accomplished through urinalysis testing. Alcohol testing may be through breath
testing. Samples will be collected in a sanitary environment designed to maximize employee’s privacy while
minimizing the possibility of sample tampering. If there is a positive drug and/or alcohol result on the initial
screening test, the laboratory or blood alcohol technician will automatically do a second test to confirm the
results. The second drug test will be performed using gas chromatography/mass spectrometry or other
scientifically accepted method. A positive breath alcohol test will be confirmed by a second breath test. In
the event the drug and/or alcohol test results are not achieved due to a diluted sample, a second test will not
be performed on the sample and the person will be required to re-test.

All drug tests are performed by a government-certified outside laboratory. All government-certified outside
laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. The
company shall use a Medical Review Officer (MRO) who will receive the laboratory results of the testing
procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and
the appropriate medical training to evaluate positive results, medical histories, and any other relevant
biomedical information. The MRO shall review all medical records made available by the tested individual
when a confirmed positive test could have resulted from legally prescribed medication.

If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained
by the company. The MRO or the testing laboratory reports the negative results to the company. In this
instance, no additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the ten
drugs tested or if the blood alcohol test comes back positive, a second confirmatory test shall be performed.
The employee is prohibited from performing any duties if the initial test is positive, and while the
confirmatory testing is being performed. Only specimens that are confirmed positive on the second
(confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the
employee personally, in the case of a positive test result. The MRO has the responsibility of reporting to the
Company whether the test results are positive or negative.

An applicant or employee who does not pass a drug test may request that the original sample be analyzed
again at the individual’s expense by a government certified laboratory. All requests for an independent
analysis must be made in writing within 72 hours of notification of a confirmed positive test result.

Each applicant or employee will have an opportunity to discuss the drug and/or alcohol test with a Medical
Review Officer in a confidential setting. Each applicant or employee upon his or her request may be
provided with a written copy of the positive test result, upon written request. Upon written request within
seven days of taking the test an employee may access records relating to his drug and/or alcohol test.
XI. Disciplinary Action

A. Testing Positive:
Employees who test positive for drugs or alcohol are in violation of this policy.

B. Refusal to comply:
Employees who refuse required testing are in violation of this policy.

C. Interference with testing:
Employees who adulterate, tamper with or otherwise interfere with accurate testing are in violation of this policy.

D. Any employee, who has been observed using or possessing illegal drugs or alcohol during work time, including lunch breaks, or on Company premises is in violation of this policy.

XII. At Will Employment

Nothing in this policy is to be construed to prohibit the Company from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment. Employment is at-will and subject to termination by the Company or the employee at any time, with or without notice and with or without cause.