

POLICIES PERTAINING TO OUR EMPLOYEES

PRE- AND POST-OFFER MEDICAL TESTING

Pre-Employment:

Employees may be required to submit to a medical test (including drug testing) as the final step to completed acceptance of employment, in accordance with the Americans with Disabilities Act (ADA).

Post-Employment:

Additionally, an employee may be required to submit to medical testing after the employee begins working when job performance or safety issues arise, or when necessary to determine the employee's fitness to continue employment.

All medical records of the employee shall be maintained separate and apart from the employee's general personnel file and shall be considered a confidential medical record.

Tests for illegal use of drugs are not medical examinations under the ADA and are not subject to the restrictions of such examinations.

Date Adopted: November 4, 2000