



IT'S THE PEOPLE.

418 COUNTY ROAD D EAST, ST. PAUL MN 55117

(651) 772-9225 www.dahlconsulting.com

NOTIFICATION OF DAHL CONSULTING' DRUG AND ALCOHOL TESTING POLICY

This is to notify all applicants and employees of Dahl Consulting and its divisions (hereinafter collectively referred to as the "Company") that the Company has a policy on Drugs and Alcohol in the Workplace. The policy prohibits being under the influence of drugs or alcohol while performing work or the possession, use, solicitation (either offering to buy or sell), distribution, sale or other transfer of alcohol, illegal drugs, or controlled substances on Company premises or on a Client company's premises. A violation of these rules may result in immediate termination of your employment.

The policy provides that the Company can require a drug test on any applicant for employment at a Client facility which requests drug testing of individuals working on their premises. Any such position will be offered on the condition that the applicant submit to and pass a drug test. There are specific procedures in the policy setting forth how the test(s) will be conducted. You have the right to refuse to take this test, but the offer of employment will be withdrawn.

The policy also provides that as an employee of the Company, you may be required to submit to a drug and/or alcohol test if the Company has a reasonable suspicion that:

- You are under the influence of drugs or alcohol.
- You have violated one of the work rules contained in the policy and referenced above that prohibits the possession, use, sale, distribution, or other transfer of alcohol or illegal or non-pre-scribed drugs on the Company or a Client company's premises.
- You have sustained a personal injury or caused another employee to be injured.
- You have caused a work-related accident or were operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

You have the right to refuse drug and/or alcohol testing in these situations also. However, your refusal may result in immediate termination of employment with the Company. In some states, a positive result or a refusal to submit to a drug and/or alcohol test may affect an employee's eligibility for compensation and benefits under a state's workers' compensation laws.

If you wish to read the Drug and Alcohol Testing Policy in its entirety, it is available for inspection by any employee or job applicant by contacting the Company during regular business hours. PLEASE READ IT CAREFULLY.