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## **Drug and Alcohol Testing Policy Overview**

It is the policy of Granite City Armored Car, Inc. (the “Company”) to protect the health and safety of all associates and to provide a workplace free of the dangerous effects of alcohol and illicit drugs. It is the intention of the company to comply with the Drug Free Workplace Act of 1988 in relation to drug and alcohol testing.

All applicants as a prerequisite to employment will be informed of the company policy and must sign off acknowledgement of Notice of Pre-employment drug screening included with each application. All job offers are contingent upon passing a pre-employment drug screening. Applicants may refuse to undergo the required drug test. However, Granite City Armored Car, Inc. will withdraw the conditional job offer of any applicant refusing to undergo testing and that individual will not be hired. Receiving a positive pre-employment test will result in the withdrawal of the job offer. **Each applicant should also be aware that Granite City Armored Car, Inc. has a policy of incident and reasonable suspicion drug and alcohol testing in the workplace.**

### **Drug/Alcohol Routine Testing Protocol**

1. The testing laboratory performing the drug test will be established on a contractual basis and will be licensed and certified by the Minnesota State Department of health to perform employment related testing.
2. Applicants must sign a form acknowledging they have been informed of the Company Drug Test Policy and have received a copy of the summary sheet, or at their request, a copy of the Company Testing Policy.
3. The applicant will be notified by the MRO via telephone contact, within three working days after receiving the test results report from the testing laboratory in the event of a positive test result.
4. It is the responsibility of the medical service provider to collect, test and retain all appropriate urine samples in such a manner as to ensure the integrity of the testing process in accordance with the laws of the State of Minnesota.

### **Disclosure of Information Regarding Testing Results**

The Company will not disclose information acquired during the pre-employment drug testing to another employer, third party, governmental agency, or private organization without the written consent of the individual applicant. Exceptions to this include:

1. Requirement under federal law in accordance with compliance requirements.
2. Subject to juridical proceedings.

**This policy is not intended as a job offer nor does it constitute a contract between Granite City Armored Car and the applicant.**