




NOTICE

We are committed to a **drug-free** workplace

**ALL JOB APPLICANTS
AND EMPLOYEES ARE
SUBJECT TO TESTING**

Offenders using or possessing
ILLEGAL DRUGS
will be **denied** employment
and/or subject to **termination!**



**DRUGS
DON'T
WORK**



Your Success is Our Business.

PRE-EMPLOYMENT DRUG TESTING

All job applicants at the Bank will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment. Applicants will be required to submit voluntarily to a specimen test at a laboratory chosen by the Bank and by signing a consent agreement will release the Bank from liability. Failure to sign the release or cooperate in the test procedures as requested will be considered as a withdrawal of the individual's application for employment or employment termination for an employee already hired.

Acceptance for employment is contingent upon successful completion of a drug screening test. Therefore, no one may begin work until the results of the test have been obtained.

If the physician, Medical Review Officer (MRO), Bank official, or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

The Bank will not discriminate against applicants for employment because of a past history of drug abuse. It is the *current* abuse of drugs, preventing employees from performing their job properly, that the Bank will not tolerate.

Individuals who have failed a pre-employment test may initiate another inquiry with the Bank after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other specimen test selected by the Bank.

Should any questions arise regarding this policy, you may contact Human Resources or a member of management.