



# Affordable Engineering Services, Inc.

- Technical Excellence and Commitment to our Warfighters -

Engineering Support, Logistics, Staff Augmentation

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From: Affordable Engineering Services (AES)

To: Employees in Testing Designated Positions

Subj: NOTICE OF RANDOM DRUG TESTING

It is AES policy to provide a workplace free of alcohol and drugs, and to take reasonable measures to insure that employee alcohol or drug use does not jeopardize the success of its operations, nor otherwise affect AES, its employees, or its customers.

1. Your position meets the criteria for designation as a "Testing Designated Position" (TDP). This means you are subject to random drug testing. Performance of the duties of your position is sufficiently critical to this activity that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and, when directed, submit to drug testing.
2. No sooner than 30 days from receipt of this notice, you may be subject to random drug testing on an unannounced basis for marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and specimen validity testing. You will receive specific instructions concerning when and where the test will be conducted immediately prior to the test. You will be allowed individual privacy while providing the urine specimen unless, as delineated in the DFWP there is reason to believe the specimen will be altered or substituted. To ensure the accuracy of the test result, the collection, handling, and testing of the urine specimen will be conducted under strict chain-of-custody procedures established by the Department of Health and Human Services Guidelines. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests non-negative, you will be given an opportunity to submit medical documentation to a designated Medical Review Officer to establish your legitimate use of the specific drug(s) before any administrative action will be taken.
3. If you refuse to furnish a urine specimen, fail to report for testing as directed, substitute or adulterate your specimen, you will be subject to discipline for failure to meet a condition of employment. The range of disciplinary action will be the same as for a verified positive test result for illegal drug use or for failure to meet a condition of employment. If, by any means, illegal drug use is detected, you will be subject to disciplinary action up to and including termination.
4. You cannot leave the testing facility until proper amount of specimen has been produced. An employee will be considered to have refused a test if he/she:
  - a. Fails to appear for any test within a reasonable amount of time after being notified;
  - b. Fails to remain at testing site until testing is complete;

- c. Fails to provide an adequate specimen without a medical explanation and verification of condition; or
- d. Fails to undergo medical evaluation /examination as directed by the Company to determine problems consistent with being unable to provide an adequate sample;
- e. Fails to sign the certification box on the testing form;
- f. Provides a confirmed adulterated or substituted urine specimen; or
- g. Admits to the collector that he or she adulterated or substituted their specimen;
- h. Behaves in a confrontational way that disrupts the collection process;
- i. Refuses to wash his/her hands – after being directed to do so.
- j. Fails to cooperate with any part of the testing protocol.

5. If you believe you have a drug problem, you are encouraged to seek counseling and/or referral services. If you voluntarily identify yourself to your supervisor or other higher level management official as a user of illegal drugs prior to being so identified through other means such as drug testing, seek counseling and/or rehabilitation assistance, and thereafter refrain from using illegal drugs, you will not be subject to discipline for your prior drug use. This immunity from discipline under these circumstances is referred to as safe harbor. It is important to note that once you are informed of an impending drug test, you are no longer eligible for safe harbor. Further, if you are convicted of a drug-related offense, you will not be eligible for safe harbor from discipline for those actions.

6. You, as well as all AES employees, may also be subject to testing due to reasonable suspicion, involvement in an accident or safety mishap, and as part of or follow-up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion, accident, or mishap testing, AES may test for additional substances, not just the five previously identified in paragraph 2 of this notice.

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge receipt of this letter and have read its contents. I understand that I may be selected for random drug testing and also tested when there is a reasonable suspicion to believe that I may be using drugs, or as the result of a safety mishap, or as part of or follow-up to rehabilitation. I also understand that refusal to submit to testing will result in initiation of disciplinary action, up to and including termination.

\_\_\_\_\_  
Signature of Employee / Date

PRINTED NAME \_\_\_\_\_

SSN (LAST 4) \_\_\_\_\_