



Substance Abuse Policy and Testing Procedures
- Zero Tolerance Policy

Substance Abuse Policy And Testing Procedures

1.0 Statement Of Purpose

1.1 The Company is firmly committed to ensuring a safe, healthy, productive, and efficient work environment for our employees, as well as our customers, and the public in general. The Company has a vital interest in ensuring a safe, healthy, and efficient working environment and in preventing accidents and injuries resulting from the misuse of drugs and alcohol. The unlawful or improper presence or use of drugs or alcohol in the workplace presents a danger to everyone. For these reasons, the Company has established the following substance abuse policy. As provided below, drug and alcohol testing is an integral part of our substance abuse policy. Compliance with the policy is required as a condition of continued employment with the Company.

1.2 This policy applies to all applicants for employment and all Company employees, including officers, directors, and employees in managerial or supervisory positions.

1.3 The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist recovering addicts or alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.

1.4 Questions regarding the meaning or application of this policy should be directed to the Company's Human Resources Department.

1.5 This policy is not a contract of employment. All employees are employees at-will unless otherwise set forth in a written contract. This policy does not alter the terms of any existing employment agreement. This means that employment can be terminated at any time either by the employee, the Company with or without cause and with or without notice. If an employee fails to comply with this policy, the employee may be subject to discipline, up to and including termination. If an applicant fails to comply with this policy, the applicant may be disqualified from employment consideration and may apply after one year.

2.0 Prohibited Conduct

2.1 Prohibited Conduct Concerning Alcohol and Drugs

The following conduct by employees is prohibited:

a. Reporting for work or remaining on duty after the employee has consumed alcohol in any amount that adversely affects the employee's job performance.

b. Consuming alcohol at any time during an employee's workday. This includes, but is not limited to, while an employee is on or off the premises of the Company, as well as during the employee's meal and other break periods.

(i) Exception: This prohibition does not include the authorized and reasonable consumption of alcohol by an employee of legal drinking age at functions or activities sponsored by the Company. However, responsible, professional, business-like behavior is expected of employees (including management) at all

times. Inappropriate, unprofessional behavior associated with alcohol consumption may subject employees (including management) to disciplinary action, up to and including termination.

c. Consuming alcohol within the eight-hour period immediately following a work-related accident (as defined in Section 3.3) or until the employee has submitted to a post-accident alcohol test, whichever comes first.

d. Engaging in any illegal or unauthorized use of drugs at any time while on or off-duty. This includes, but is not limited to, while an employee is on or off the premises of the Company, as well as during the employee's meal and other break periods.

(i) This prohibition does not apply to prescription or over-the-counter medications taken by employees that:

(1) have been lawfully prescribed to, or obtained by, the employee;

(2) are being used by the employee in accordance with the prescription's guidelines (if applicable); and

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(3) where a safety sensitive position is involved, before reporting to work under the influence of such medication, the employee has inquired whether the drug manufacturer or the employee's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform his or her supervisor of such restrictions before reporting to work under the influence of such substances. When informing his or her supervisor(s) or the Human Resources Department of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. The Company will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. Any employee reporting to work in a safety-sensitive position without first advising the Company about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.

(ii) Marijuana – including "medical marijuana" – is illegal under federal law and may not be used in the workplace.

All employees are prohibited from being under the influence of marijuana while at work.

e. Failing to stay in contact with the Company or its medical review officer (MRO) while awaiting the results of a drug test.

f. Engaging in the unlawful or unauthorized manufacture, distribution, dispensation, solicitation, sale, purchase, transfer, or possession of drugs or alcohol while on Company-paid time, on Company premises, in Company vehicles, or while otherwise engaged in activities for or on behalf of the Company. This prohibition does not include the authorized distribution, dispensation, solicitation, sale, purchase, transfer, or possession of alcohol at Company sponsored functions or activities. In addition, an employee's illegal conduct involving drugs or alcohol

during non-work times may also result in discipline, up to and including termination.

g. The refusal to submit to any drug or alcohol test that is required under the Company's policy will result in the employee's immediate termination of employment. This includes tests which employees agree to take in conjunction with rehabilitation provided under Section 7.0. (For details concerning what conduct will constitute a refusal to submit to a test, refer to Section 2.2).

h. Testing positive on any drug or alcohol test required under this policy.

2.2 Refusal to Submit to a Test: An employee who engages in any of the following conduct will be considered to have refused to submit to a test:

- a. refusing or failing to appear for any substance abuse test within a specified time, as determined by the Company, after being directed to do so by the Company;
- b. failing to sign an authorization form permitting the release of the drug and/or alcohol test result to the Company;
- c. failing to comply with the rules and guidelines of the testing site and/or remain at the testing site until the testing process is complete;
- d. failing to provide a urine, blood, breath, or saliva specimen for testing;
- e. failing to attempt to provide a urine, breath, or saliva specimen for testing;
- f. failing to provide a sufficient amount of urine or breath when directed, without an adequate medical explanation;
- g. failing or declining to take a second drug or alcohol test that the Company or collector has directed to be taken;
- h. failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Company as part of the "shy bladder" procedures, or the insufficient breath procedures;
- i. adulterating or substituting a urine specimen, or attempting to adulterate or substitute a urine specimen;
- j. in the case of a directly observed or monitored collection in a drug test, failing to permit the observation or monitoring of the provision of a urine specimen;
- k. refusing or failing to notify the Company promptly that the employee was involved in a work-related accident (as defined in Section 3.3 of this policy), without a valid excuse; or,

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l. failing to cooperate with any part of the testing process such as by delaying the collection, testing or verification process or otherwise engaging in conduct that clearly obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

2.3 Consumption of Food or Food-Products Containing Hemp: The consumption of food and food-products containing hemp may cause an employee to test positive. A test result that is positive as a result of an employee's consumption of food or food-products containing or made from hemp or hemp products will be reported and treated as a positive test and subject the employee to discipline, up to and including termination.

2.4 Prohibition on Employee Working: No supervisor or manager who has actual knowledge that an employee has

engaged in or is engaging in conduct prohibited under this policy shall permit the employee to work or continue working under such circumstances. Any employee who has been directed not to work or directed to stop working under such circumstances must immediately comply.

3.0 Required Tests

Except as otherwise provided in this policy, employees are required to submit to testing under the circumstances described below. Except where conditions otherwise require, all tests will normally be conducted either during or immediately after the regular work period, which includes any period when an employee is working overtime. Employees will be paid for time spent being tested.

3.1 Pre-Employment Testing:

a. All applicants to whom a conditional offer of employment has been given are required to submit to a preemployment drug test. Until the results of the pre-employment drug test are received by the Company, all offers of employment are conditional offers

3.2 "Reasonable Suspicion" Drug and Alcohol Testing

a. An employee must submit to a drug test and/or an alcohol test whenever the Company has reasonable suspicion that an employee may be affected by drugs or alcohol when that use may adversely affect job performance or the work environment or in violation of the Company's policy.

b. The Company's "reasonable suspicion" determinations will be based on specific, current, good faith observations that can be verbalized, including but not limited to the employee's appearance, behavior, conduct, speech, or body odors. These observations may also include indications of an employee's chronic use of, or the effects of withdrawal from, drugs or alcohol. The determination may be based on a single instance of conduct involving a serious potential risk of harm to the employee or others, or to Company property or the property of others.

c. All "reasonable suspicion" tests must be administered as soon as possible following the determination.

d. The Company shall transport or make arrangements for the transport of the employee to and from the collection site.

e. An employee who is required to submit to a "reasonable suspicion" test will be suspended (pending results) after the completion of the drug or alcohol tests. The Company reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

3.3 Post-Accident Drug and Alcohol Testing:

a. In accordance with state or local law, whenever an employee contributes to a work-related accident (as defined below), and the Company has reason to believe that the employee's use of drugs and/or alcohol may have contributed to the accident, the employee may be required to submit to a drug test and/or an alcohol test.

(i) As used in this policy, "work-related accident" means an accident:

(1) which occurs while the employee is on the premises of the Company or at another work-site location, or

is off-site while engaged in activities for or on behalf of the Company, or while the employee is operating a vehicle, including the employee's, for or on behalf of the Company, and

(2) the accident results in one or more of the following:

(i) a fatality; or (ii) bodily injury to any individual who, as a result of the accident, requires immediate medical treatment (excluding first aid) at or away from the scene of the accident; or (iii) property damage to the Company property or to the property of a customer that is reasonably anticipated to exceed \$1,000; or (iv)

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in the case of a vehicle accident, one or more vehicles involved in the accident incurs disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by another vehicle, and

(3) the possibility that the accident was caused, in whole or in part, by drug and/or alcohol use cannot be excluded.

b. All post-accident tests must be administered as soon as possible following the accident. Employees who are involved in a work-related accident must remain readily available for testing or will be considered to have refused to submit to a test. However, an employee who is involved in a work-related accident is not prohibited from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care for the employee or others who are injured as a result of the accident.

c. Except where circumstances do not permit, the Company shall transport or make arrangements for the transport of the employee to and from the collection site.

d. An employee who is required to submit to a post-accident test will be suspended (pending results) after the completion of the test. The Company also reserves the right to evaluate the employee's conduct that triggered the test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

4.0 Consequences For Policy Violations.

Employees who violate the Company's policy are subject to the following consequences:

4.1 Refusal to Submit: Employees who refuse to submit to a test when requested will be terminated from employment.

Refer to section 2.2 of this policy for a description of the conduct that will be considered as a refusal to submit to a test.

4.2 Positive Test Results:

a. Applicants: Any applicant who receives a confirmed positive drug test result will be ineligible for employment and may re-apply in one (1) year.

b. Employees: Any employee who receives a verified confirmed positive drug test result or an alcohol test result of 0.04 or greater will be terminated.

4.3 Other Policy Violations: The employee will be immediately removed from his or her job duties and will be subject to discipline, up to and including termination. In addition to the consequences imposed under this policy, an

employee who unlawfully manufactures, distributes, possesses, or uses a controlled substance may be subject to criminal fines and/or imprisonment under federal, state and/or local law.

4.4 Fitness-For-Duty Evaluation: Whenever an employee is required to submit to a “reasonable suspicion” test and receives a positive test result, the Company may require the employee to submit to a fitness-for-duty evaluation. The evaluation may include a review of the employee’s medical records and/or a medical examination. The purpose of the evaluation is to determine whether the employee poses a significant risk of substantial harm to the health and safety of the employee or others in the workplace, including customers and visitors. Employees will be required to provide the necessary authorizations for obtaining the medical records and conducting the examination. Depending upon the results of the evaluation, the Company will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.

4.5 Potential Loss of Workers’ Compensation and/or Unemployment Compensation Benefits: An employee’s violation of the Company’s policy will be considered as gross and willful misconduct. In addition to the discipline and other consequences imposed under this policy, therefore, such employee misconduct may also result in the denial of unemployment compensation under applicable state law. Additionally, employees who are injured as a result of using drugs or alcohol in violation of this policy and/or other Company safety rules also risk forfeiture of workers’ compensation benefits under the applicable state law.

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5.0 Notification Of Test Results, Confidentiality, Testing Expenses And Compensation For Tests

5.1 Employees will be provided with a copy of their test results if they test positive or upon request.

5.2 The Company will maintain records of its substance abuse program in a secure location with controlled access, separate from other personnel files. These records are confidential and will not be disclosed, except in accordance with applicable law.

5.3 The Company will pay for all drug or alcohol tests required by the Company, which includes a confirmation drug test performed on an employee’s primary urine specimen. The Company will arrange for the employee’s transportation to a collection site when the test is conducted at a place other than the employee’s normal work site.

5.4 All time an employee spends providing a urine, blood, saliva or breath specimen, including travel time to and from the collection site in order to comply with a test required under this policy, shall be considered as working time.

6.0 Testing Procedures

The Company’s drug and alcohol testing procedures ensure the integrity, confidentiality, and reliability of the testing process; safeguard the validity of the test results; and ensure that test results are attributed to the correct individual. The procedures also minimize the impact upon the privacy and dignity of employees undergoing such tests.

6.1 Drug Testing: Drug testing will be conducted via urine testing. The Company has established a chain of custody procedure for urine specimen collection and testing that will verify the identity of each urine specimen and test result.

- a. Laboratories: In general, drug tests will be administered at outside collection facilities and analyzed by laboratories which are certified by the U.S. Department of Health and Human Services (“DHHS-certified laboratory”).
- b. Drugs Tested For: Unless otherwise prohibited by law, the Company will test for the following drugs: amphetamines, cocaine, marijuana, opiates, and phencyclidine (PCP) and their metabolites
- c. Confirmation and Review of Drug Test Results: All positive drug test results will be confirmed by gas chromatography and mass spectrometry (“GC/MS”). All confirmed positive drug test results will be reviewed by an MRO to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the employee’s medical history, or review of any other relevant biomedical factors and all medical records made available by the employee.

An employee’s use of prescription and over-the-counter medications may result in a positive test result. Employees will be given the opportunity to discuss with the MRO any legitimate explanation for the positive test result. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test. If an employee refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the tested individual. If the MRO reports to the Company that a negative drug test was dilute, the employee or applicant may be directed to take another test immediately. If the employee refuses to take a second test, this constitutes a refusal to test.

d. Right to Have Urine Split-Sample Analyzed / No Right to Retest: All drug tests conducted will analyze a sample of the employee or applicant’s urine, using the split-sample methodology. This means that a urine specimen is subdivided into two bottles labeled as a “primary” and a “split” specimen. Both bottles are sent to the laboratory. Only the “primary” specimen is opened and used for the urinalysis. The “split” specimen bottle remains sealed and is stored at the laboratory. Employees and applicants whose primary sample is verified positive have the right to request that their split-sample be analyzed for the presence of the drug(s) for which a positive result was obtained in a different DHHS certified laboratory selected by the Company. The employee or applicant must make this request within 72 hours of being notified by the MRO of a verified positive test result. If the split-sample reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the Company and the employee or applicant that the test result was confirmed “positive.” There is no right to a retest using a different specimen. If the split-specimen fails to reconfirm the presence of the drug(s) found in the primary

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specimen, or if the split-specimen is unavailable, or inadequate for testing or untestable, the MRO will cancel the test and report the cancellation and the reasons for it to the Company and the applicant or employee. However, if the split-specimen reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the

Company and the applicant or employee that the test result was verified "positive."

e. Verified Adulterated or Substituted Tests: All applicants and employees whose primary urine specimen is verified adulterated or substituted have the right to request that their split-specimen be analyzed in a different DHHS certified laboratory, selected by the Company, to reconfirm the adulterated or substituted result. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified adulterated or substituted test result. If the split-specimen fails to reconfirm adulteration or substitution of the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the Company and the tested individual. If the split-specimen reconfirms adulteration or substitution, the MRO will notify the Company and the tested individual of the test results. Reconfirmation of adulteration or substitution constitutes a refusal to submit to a test.

f. Right to Challenge / Right to Provide More Information to MRO: Within five (5) working days after receipt of a letter notifying the applicant/employee of a positive test result, the applicant/employee may provide the MRO with a written challenge, explanation, or detail of any extenuating circumstances to take into consideration regarding the positive results. The applicant/employee may wish to provide additional information to the MRO relative to possible reasons for the laboratory findings, such as use of previously undisclosed prescription or over-the-counter medications.

g. Right to Challenge the Results: If the applicant/employee wishes to challenge the laboratory results, it shall be the applicant/employee's responsibility (within 180 days of collection) to notify the testing laboratory.

h. Right to Challenge the Results / Right to Provide More Information to the Company: Within five (5) working days after receipt of a letter notifying the applicant/employee of a positive test result, the applicant/employee may provide the Company with a written statement contesting, explaining or detailing any extenuating circumstances to take into consideration regarding the positive results.

i. Inability to Provide Adequate Amount of Urine Specimen ("Shy Bladder"): Applicants and employees must provide a urine specimen of at least 45 milliliters of urine for a drug test. If the tested individual is unable to provide such a quantity of urine, then the tested individual will be instructed to drink a set amount of fluids and after a set period of time, again attempt to provide a complete specimen. If the applicant or employee refuses to attempt to provide a new urine specimen, this will constitute a refusal to submit to a test. If the applicant or employee has not provided a sufficient specimen within three (3) hours of the first unsuccessful attempt to provide the specimen, the collection will be discontinued. The Company, after consulting with the MRO, will then direct the applicant or employee to obtain, within five (5) working days, a medical evaluation, which will be paid for by the employee. Failure to undergo such an evaluation constitutes a refusal to test. The purpose of the evaluation is to determine whether the applicant or employee has a medical condition that has, or with a high degree of probability could have, precluded the applicant or employee from providing a sufficient amount of urine.

6.2 Alcohol Testing

a. In General: Alcohol screening tests will be performed either by a screening test technician ("STT") using a nonevidential

screening device that the STT is proficient to operate or by a breath alcohol technician (“BAT”) using an evidential breath testing device (“EBT”) that the BAT is proficient to operate.

b. Confirmation of Alcohol Test Results: If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. If the confirmation test result is an alcohol concentration level of 0.04 or greater, the test result will be reported as a positive.

c. Inability to Provide Adequate Specimen Amount for Alcohol Testing:

(i) If the employee is unable to provide sufficient saliva to complete a test on a saliva screening device, the STT shall conduct a new test, using a new device. If the employee refuses to complete the new test, this will constitute a refusal to submit to a test, and the employee will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the employee shall immediately take a breath alcohol test using an EBT. If the employee refuses to submit to the test using an EBT the employee will be terminated.

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(ii) If an employee fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the Company will direct the employee to obtain, within five (5) days, an evaluation from a licensed physician who is acceptable to the Company and who has expertise in the medical issues raised by the employee’s failure to provide a sufficient specimen. The evaluation will be paid for by the employee. Failure to undergo such an evaluation constitutes a refusal to test. If the physician concludes that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee’s test will be canceled. If the physician concludes that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee will be considered to have refused to test.

6.3 Access To Records and Confidentiality of Test Results

a. An employee’s or applicant’s drug test or alcohol test results may be disclosed to: (1) the employee or applicant; (2) designated Company representatives; (3) a treatment program, substance abuse professional, or employee assistance program (EAP); (4) courts of law and administrative tribunals to the extent permitted or required by law; and/or (5) as the employee or applicant may authorize.

7.0 Self-Identification Of Substance Abuse Problem

7.1 Consistent with and subject to the Company’s policies concerning the Family and Medical Leave Act (FMLA) and other Company leave policy, as applicable, and personal leaves and vacations, employees who voluntarily self identify themselves as having a drug or alcohol problem and who voluntarily request assistance for such problem will be referred to a substance abuse professional for an evaluation and for an appropriate counseling, treatment, or rehabilitation program, if recommended. The cost of the evaluation and any counseling, treatment, or rehabilitation

is the employee's responsibility. (For further details concerning the employee's payment obligations, employees should refer to their individual medical insurance plan.)

7.2 This request must be made before the employee is required to submit to a drug or alcohol test required by this policy. Employees may not use this self-identification provision to avoid taking a test when required under this policy or to avoid being disciplined for receiving a positive test result or for refusing to submit to a test (refer to Section 2.2 for a description of conduct that constitutes a refusal to submit to a test).

7.3 Once leave commences, periodic certification that the employee is actively continuing to participate in the program, together with progress reports, shall also be required. As a further condition of taking such leave, the employee will be required to authorize the attending substance abuse professional to communicate directly with the Company, including to release the employee's relevant treatment records to the Company, except as federal or state law may otherwise require. All such oral and written communications between the substance abuse professional and the Company shall be treated as confidential.

7.4 Except where the federal or state law prohibits, all leave time taken for the evaluation, counseling, treatment, or rehabilitation will be counted against the leave to which the employee may be entitled under the federal or state FMLA laws, or other applicable leave policy, if any.

7.5 In accordance with the applicable "Agreement For Voluntary Treatment and Conditions for Continued Employment" executed by the employee prior to the commencement of such leave, the employee may be required to submit to a return-to-duty drug test as a condition of returning to work and receive a negative result. In some cases, an employee may be required to submit to a return-to-duty alcohol test as a condition of returning to duty, and if tested, must receive a negative test result. The employee may also be required to submit to unannounced follow-up drug tests and/or unannounced follow-up alcohol tests as part of the program.

8.0 Inspections

8.1 Inspections Of Company Property: The Company may conduct unannounced random inspections at any time and without cause for the presence of illegal drugs or unauthorized alcohol on Company facilities and property such as (but not limited to: Company-issued vehicles, desks, file cabinets, and lockers. Employees are expected to cooperate in the conduct of such inspections.

8.2 Inspections Of Individual Property: Personal inspections of employees and their personal property, such as (but not limited to) vehicles, clothing, packages, purses, brief cases, lunch boxes, or other containers brought onto or being taken off of Company premises, may be conducted by the Company when there is reasonable suspicion to believe that the individual may have or has violated the drug or alcohol prohibitions contained in this policy.

9.0 Employee Assistance Plan And Drug-Free Awareness Program

9.1 As part of the Company's commitment to provide a safe, healthy, and efficient working environment for our employees, the Company maintains an Employee Assistance Program (EAP). The EAP provides information

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Receipt And Consent Form

I acknowledge that I have received a copy of the Company's Substance Abuse Policy ("Policy") on the date noted below. I acknowledge and agree that I am responsible for reading the Policy in full and complying with its requirements.

If I am an employee, I understand that I will be subject to drug and alcohol testing as described in the Policy. I understand that if I test positive or if I refuse to be tested I will be terminated.

I understand that as a condition of being hired by Company I must submit to pre-employment drug testing. I understand that if I test positive or if I refuse to be tested I will be ineligible for employment and may reapply after one (1) year. If I start work before the result of my drug test is completed, my employment will be contingent on a negative pre-employment test result. I also understand that if I am hired I will be subject to drug and alcohol testing as described above.

The Company will answer any questions I may have regarding the Policy.

I also understand that by signing this form I am giving the Company my consent to submit to drug and alcohol testing under the terms and conditions described in this Policy. I authorize release of the testing results and evaluations to

Simply Southern and understand that Simply Southern may use the results in any administrative proceeding where unemployment or workers' compensation benefits are claimed by me. I release and hold harmless Simply Southern and their officers, agents, and employees from any claim I may have against them resulting from my refusal to submit to a drug or alcohol test or from my submission to a drug or alcohol test.

This Policy is not a contract of employment. I understand that Simply Southern may amend this Policy at its sole discretion.

Signature of Employee or Applicant:

(Print Name),

Last 4 Digits of Social Security Number:

Date:
