

**NOTICE AND ACKNOWLEDGEMENT OF
BUILDING TRADES NATIONAL DRUG AND ALCOHOL PROGRAM
TESTING REQUIREMENTS**

PART 1: NOTICE

This is to inform you that all current employees and applicants for employment with _____ must, as a condition of employment, abide by the Building and Construction Trades Department's National Drug and Alcohol Testing Program (BTNDAP), which includes testing to identify job applicants and current employees who may be abusing drugs and/or alcohol.

A copy of the BTNDAP Policy and BTNDAP Employee Handbook accompanies this notice, and contains important information explaining:

1. The purpose of the BTNDAP;
2. That the BTNDAP includes mandatory testing;
3. The availability and procedures necessary to obtain counseling and rehabilitation through the Employee Assistance Program (EAP);
4. The circumstances under which testing may occur, including (a) applicant testing; (b) periodic (*i.e.*, annual testing); (c) random testing; (d) reasonable suspicion testing; (e) accident or unsafe practice testing; and (f) testing as a condition of returning to duty or as part of or as a follow-up to counseling or rehabilitation;
5. That an opportunity will be afforded to submit medical documentation of lawful use of a controlled substance;
6. That the laboratory assessment is a series of tests that are highly accurate and reliable, and that, as an added safeguard, laboratory results are reviewed by a Medical Review Officer;
7. That positive test results verified by the Medical Review Officer may only be disclosed to you, your union representative, the employer's designated representative, the appropriate EAP administrator or a court of law or administrative tribunal in any adverse personnel action;
8. That employees will have the opportunity to voluntarily admit to being users of illegal drugs and to receive counseling or rehabilitation, in which case disciplinary action is not required.

The consequences of refusal to undergo testing or a refusal to cooperate in testing by an applicant for permanent employment will result in the termination of the pre-employment selection process, and the consequences of refusal to undergo testing or a refusal to cooperate in the testing by an incumbent employee will result in disciplinary action up to and including discharge.

An applicant for permanent employment who is not in compliance or current with the BTNDAP will not be hired, and an incumbent employee who fails to remain in compliance or current with the BTNDAP may be subject to disciplinary action, up to and including discharge.

Remaining drug-and/or alcohol-free and participation in the BTNDAP are conditions of continued employment.

PART II: ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the BTNDAP pertaining to drugs and alcohol.

Applicant or Employee Signature

Date signed