



DRUG SCREEN AND BACKGROUND ACKNOWLEDGEMENT

This Drug Use and Background Check Policy is adopted by Live Love & Laugh Homecare Services LLC, a limited liability company organized and existing under the laws of the State of South Carolina, with its principal place of business located at 3604 Fernandina Rd Ste G, Columbia, SC 29210.

1. PURPOSE

1.1. The purpose of this Policy is to outline the Company's stance on drug use and to establish procedures for conducting background checks to ensure the safety, health, and well-being of all employees and clients.

2. DRUG USE POLICY

2.1. **Zero Tolerance:** The Company maintains a strict zero-tolerance policy for the use, possession, distribution, or sale of illegal drugs or alcohol during work hours or on Company premises.

2.2. **Drug Testing:** The Company reserves the right to conduct drug testing as part of the pre-employment screening process or randomly during employment, in compliance with applicable laws.

2.3. **Consequences of Violation:** Any employee found violating the drug use policy may be subject to disciplinary action, up to and including immediate termination of employment.

3. BACKGROUND CHECK POLICY

3.1. **Pre-Employment Screening:** All potential employees must undergo a background check as part of the pre-employment screening process, which may include checks on criminal history, employment history, education, and references.

3.2. **Ongoing Checks:** The Company reserves the right to conduct background checks periodically during an employee's tenure to ensure ongoing compliance with Company standards and applicable laws. 3.3. **Privacy and Fairness:** The Company is committed to conducting background checks in a manner that respects the privacy and dignity of all individuals and ensures fairness in the hiring process.

4. POLICY COMPLIANCE

4.1. **Employee Acknowledgment:** All employees are required to read, understand, and sign an acknowledgment of this Policy, indicating their agreement to adhere to its terms and conditions.

4.2. **Training and Education:** The Company shall provide training and educational resources to employees regarding the importance of this Policy and the consequences of violations.

5. REPORTING AND INVESTIGATION

5.1. **Reporting Obligation:** Employees are encouraged to report any suspected violations of this Policy to their supervisor, human resources, or through the Company's anonymous reporting system.

5.2. **Investigation:** All reports of suspected violations will be investigated promptly and thoroughly, maintaining confidentiality to the extent possible.

6. POLICY VIOLATIONS

6.1. **Disciplinary Actions:** Employees found to have violated this Policy may be subject to disciplinary actions, including but not limited to counseling, mandatory rehabilitation, suspension, or termination of employment. 6.2.

Appeal Process: Employees may appeal disciplinary actions in accordance with the Company's established grievance procedures.

7. POLICY REVIEW AND AMENDMENT

7.1. This Policy shall be reviewed regularly and may be amended by the Company as necessary to ensure its continued effectiveness and compliance with applicable laws and regulations.

8. CONFIDENTIALITY OF TEST RESULTS

8.1. Privacy of Results: The Company shall maintain the confidentiality of all drug test results and background check reports, disclosing such information only to the extent necessary and in compliance with applicable laws.

8.2. Record Retention: Records of drug tests and background checks will be retained in secure and confidential files, separate from general personnel files.

9. REASONABLE SUSPICION TESTING

9.1. Criteria for Testing: Employees may be subjected to drug testing based on reasonable suspicion, defined as observable signs or symptoms that suggest drug use or violation of the Company's drug use policy. **9.2.**

Documentation: Any decision to conduct a reasonable suspicion test will be documented, outlining the specific observations leading to the suspicion.

10. POST-ACCIDENT TESTING

10.1. Mandatory Testing: Employees may be required to undergo drug testing following workplace accidents or incidents to determine if drugs or alcohol were a contributing factor.

10.2. Procedure: The Company will provide guidelines on the timeframe and procedure for post-accident testing to ensure consistency and compliance with applicable regulations.

11. EMPLOYEE ASSISTANCE AND SUPPORT

11.1. Support Programs: The Company may provide resources and support for employees struggling with substance abuse, including access to employee assistance programs or referrals to professional counseling services. **11.2. Voluntary Disclosure:** Employees who voluntarily disclose issues with substance abuse will be provided support and resources to seek treatment, subject to the discretion of the Company and in line with applicable laws.

12. CONSENT TO TESTING AND BACKGROUND CHECKS

12.1. Employee Consent: All employees and job applicants are required to sign a consent form authorizing the Company to conduct drug tests and background checks as per this Policy.

12.2. Withdrawal of Consent: Employees have the right to withdraw consent for testing; however, refusal to submit to drug testing when requested may result in disciplinary action, up to and including termination of employment.

13. DISPUTE RESOLUTION

13.1. Clarification and Questions: Employees are encouraged to seek clarification or ask questions regarding any aspect of this Policy through the appropriate channels within the Company.

13.2. Resolution of Disputes: Disputes or disagreements regarding the application of this Policy will be resolved through the Company's established dispute resolution procedures.

14. POLICY AMENDMENTS

14.1. Notification of Changes: The Company reserves the right to amend this Policy at any time. Employees will be notified of any changes and provided with updated copies of the Policy.

15. POLICY ACKNOWLEDGMENT AND ACCEPTANCE

15.1. By signing this Policy, the employee acknowledges they have fully read, understood, and accepted the terms and conditions, and agree to abide by the Drug Use and Background Check Policy set forth.

DRUG USE AND BACKGROUND CHECK POLICY

This Drug Use and Background Check Policy is hereby adopted and effective as of _____.
Live Love & Laugh-Home Care Services, LLC

By: _____
(Signature of Authorizing Officer)

Name: _____
(Printed Name of Authorizing Officer)

Title: _____
(Title of Authorizing Officer)

Date: _____

ACKNOWLEDGMENT BY EMPLOYEE:

I hereby acknowledge that I have read, understood, and received a copy of the Drug Use and Background Check Policy of Live Love & Laugh. I agree to adhere to the policies and procedures as described in the document.

Employee Signature: _____

Printed Name: _____

Date: _____

Date of Execution: _____