

Kimball Electronics Tampa.
DRUG FREE WORK PLACE COMPANY POLICY
and
CERTIFICATE OF ACKNOWLEDGEMENT

(signature required on last page)

Kimball Electronics Tampa established an in-depth Drug Free Work Place Program effective January 1, 1993. This program is an extension of our work safety and employee health programs. The program requires refraining from substance abuse both on and off the job as a condition of continued employment.

WHAT IS SUBSTANCE ABUSE?

Substance abuse includes (but is not limited to) the consumption of any legal or illegal substance that alters an individual's normal behavior and results in intoxication and/or renders the employee incapable of safe and efficient job performance. Substance abuse also includes extensive use of legally prescribed medications (drugs). It is illegal to sell this medication, give away medication, be in possession of medication for illegal purposes, (that includes alcohol) while on company property, operating a company vehicle (either on or off company property) operating a personal vehicle while on company business, or any of the above at a designated work site.

Our substance abuse testing program includes the following:

1. Pre-employment testing.
2. Employees may be tested after a 30-day or greater lay off or return to work following a leave of absence.

Pre-employment applicants must present photo identification at the time and place of drug testing.

An applicant being considered for employment must freely and voluntarily agree to submit to a urinalysis or other substance abuse test as part of an application for employment. It is understood that refusal to submit to the test requirements, or failure to qualify with an acceptable test result, will disqualify an applicant from employment.

By signing the back page, applicant agrees to take the test(s). Authorization and release of any test results will be forwarded to Kimball Electronics Tampa. Furthermore, Kimball Electronics Tampa is authorized to discuss the results with medical personnel/physicians collecting the specimen, the testing facility, it's directors, officers, agents and employees responsible for administering the aforementioned test(s) of evaluation.

Employees further release any testing facility or testing service company or any physician who has tested an applicant from any liability arising from a release of any and all results, written reports, medical records and data concerning my test(s) to the appropriate agency officials.

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Employees further understand the above requirements of the testing program for Kimball Electronics Tampa and recognize that refusal to take future requested tests or failure to meet test standards of Kimball Electronics Tampa Electronics Inc., may result in discharge.

CONSEQUENCES OF A POSITIVE TEST OR TEST REFUSAL

1. Testing positive for abused substances will eliminate applicants from employment consideration.
2. An employee will be terminated from employment for a positive test result.
3. Any employee terminated for a positive test result may be considered for re-employment upon completion of an approved rehabilitation program and negative test results on drug testing prior to re-employment.

Kimball Electronics Tampa shall not discipline, discharge or discriminate against an employee if the employee voluntarily seeks treatment for a drug-related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered an alcohol or drug rehabilitation program.

OTHER GROUNDS FOR TERMINATION

An employee who brings onto the premises or job site of Kimball Electronics Tampa, any drugs (whether legal or illegal) being under the influence of, possessing in the employee's body, blood or urine (at levels exceeding or equal to established cut off levels, 38F – 9.007 (4)), using, consuming, transporting, selling or attempting to sell, giving away any drugs (including prescription drugs (legally or illegally obtained) that were prescribed for the individual only, (including alcohol), or at any time is found guilty of misconduct is subject to discipline to include discharge, suspension without pay or other actions, even for the first time offense.

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I do hereby certify, by my signature below, that I have read the Drug Free Work Place Company Policy for KIMBALL ELECTRONICS TAMPA regarding substance abuse and screening abuse and have had the entire program explained to me and do hereby agree to the terms and conditions explained herein.

I understand that if my performance indicates that it is necessary, I will submit to a substance abuse screening. I also understand that failure to comply with a request for random testing, or a positive result may lead to termination of employment.

_____ Name <i>(Please Print)</i>	_____ Date
_____ Signature Required	_____ Witness Signature

NOTE: This page is to be signed and returned to the Human Resources Department along with your other new hire paperwork. Please keep pages 1 – 2 for your reference.