



Drug Free Workplace Policy

In a commitment to provide a safe workplace and promote high standards of health and safety, BenefitHelp has established a drug-free workplace program. This policy applies to all employees.

The Company prohibits the illegal use (as evidenced by detectable presence in body), possession, sale, manufacture or distribution of drugs, alcohol or other controlled substances on its property. It is also against Company policy to report to work under the influence of drugs or alcohol. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Employees who are found to have a drug abuse problem or who have committed a drug use offense will be afforded the opportunity to solve the problem; where the company has knowledge of such a problem, monitoring will be required. Every effort will be made to ensure confidentiality of the problem insofar as it does not impede good management practices.

All employees must abide by the terms of this policy and must notify BenefitHelp of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

I acknowledge that I have been provided with a copy of this policy.

Name

Signature

Date