



September 14, 2020

To all Employees:

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Blue Hen Staffing, Inc., dba BesTemps/Diamond State Staffing, Inc. (DSS) is committed to protecting our employees by creating and maintaining a workplace free of substance abuse.

To address this problem, BesTemps/DSS has developed a "Drug Free Workplace Program" policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interest of all employees. Our policy, which became effective September 14, 2020, is available in our three offices during regular business hours. Our policy states that the illegal use of drugs or the abuse of alcohol or prescription drugs will not be tolerated. This policy was designed with two basic objectives in mind: (1) employees deserve a work environment that is free from negative effects of drugs and alcohol and the problems associated with their abuse, and (2) BesTemps/DSS has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and health workplace, we maintain a file of information on various resources of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, located in our offices.

An employee whose conduct violates this Drug Free Workplace Program may be disciplined up to and including termination and, if they are injured in a work-related injury, may forfeit any workers' compensation benefits that they may have otherwise been entitled to receive.

I believe it is important that we all work together to make BesTemps/DSS a drug-free workplace as part of our continual efforts to provide a safer and more rewarding place for everyone to work.

Thank you for your cooperation in our efforts.

Sincerely,

David Leone
President/CEO