

DRUG TESTING POLICY FOR JOB APPLICANTS

I. PHILOSOPHY

eFunds is committed to providing a work environment free from the effects of illegal drugs. Consistent with this philosophy, eFunds has adopted this Policy to test for drugs in the hiring of new employees.

II. INDIVIDUALS SUBJECT TO TESTING AND CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED

A pre-employment drug test will be administered to all job applicants who have been given an offer of employment by eFunds conditioned on the applicant receiving a negative drug test result.

III. REFUSAL TO SUBMIT TO TESTING

- A. Before requesting a job applicant to undergo drug testing, eFunds will ask the job applicant to complete a form on which the job applicant acknowledges that he or she has seen and read this Policy.
- B. Once the applicant receives the Forensic Drug Testing Custody and Control/Chain of Custody Form, they will have 72 hours (3 business days) to make the appointment with the laboratory and take the drug screen;
- C. A job applicant may refuse to submit to a drug test that eFunds has requested pursuant to this Policy. Upon such refusal, eFunds will withdraw its offer of employment to the job applicant.
- B. In addition to verbally refusing to undergo testing, a job applicant is considered to have refused testing if he or she:
 - (1) Fails to provide an adequate sample, without a genuine inability to do so, as determined by a medical evaluation;
 - (2) Engages in conduct that obstructs the testing, including alteration, deliberate dilution or sabotage of such test;
 - (3) Refuses to sign a drug testing form provided by eFunds or a designated laboratory;
 - (4) Does not take the drug test within 72 hours (3 business days).

IV. REQUIRED TESTING

- A. Pre-Employment/Post-Offer Testing

All job applicants will be tested for the presence of drugs. Prior to conducting such testing, an applicant will be offered employment, contingent on the passing of such drug test.

V. SPECIFIC PROCEDURES

- A. Before a job applicant is asked to undergo drug testing, the job applicant will be given an acknowledgment and consent form to complete.
- B. If the initial screening test of the fluid sample evidences a negative test result, eFunds will inform the job applicant in writing of the negative test result within three (3) working days after receipt of the test result from the testing laboratory.
- C. If the initial screening test evidences a diluted test result, eFunds will notify the job applicant within three (3) working days of receipt of the result from the laboratory and the job applicant will be given the opportunity to provide an additional sample within 48 hours. This test will be at your own expense and a Human Resource representative will contact you as to how to expedite this procedure.
- D. If the initial screening test evidences a positive test result, the testing laboratory will run a confirmatory test on the sample.
- E. If the confirmatory drug test evidences a positive test result, eFunds will notify the job applicant in writing within three (3) working days of receipt of the result from the laboratory and will further inform the job applicant of the following:
 - (1) The job applicant may submit information to eFunds in writing within three (3) working days after notice of a positive test result on a confirmatory test result to explain that result and the employer may request that the job applicant indicate any over-the-counter or prescription medication the individual is currently taking or has recently taken and any other information relevant to the reliability of or explanation for, a positive test result.
 - (2) The job applicant may request in writing a confirmatory retest of an original sample at the job applicant's own expense after notice of a positive test result on a confirmatory test result.
 - (i) Within five (5) working days after notice of a confirmatory retest result, the job applicant must notify eFunds in writing of his or her intention to obtain a confirmatory retest by the laboratory utilized by eFunds.
 - (ii) Within three (3) working days after receipt of notice that the job applicant wishes to have a confirmatory retest

conducted on his or her original sample, eFunds will notify the original testing laboratory that the job applicant has requested a confirmatory retest. No adverse hiring action will be taken if such a confirmatory retest does not confirm the original positive test result.

VI. CONSEQUENCES OF A POSITIVE TEST

Where an applicant's confirmatory drug test is positive and where the job applicant either does not obtain a confirmatory retest or the confirmatory retest is positive, the contingent employment offer to a job applicant will be withdrawn and the individual will not be hired.

VII. CONSEQUENCES OF A DILUTE TEST RESULT

When an applicant's drug test result is dilute and where the job applicant either does not choose to provide an additional sample within the requisite time or the additional sample test result is dilute, the contingent employment offer to a job applicant will be withdrawn and the individual will not be hired.

VIII. CONFIDENTIALITY

All information acquired in the testing process is confidential information, which will not be disclosed to another employer, or third-party individual, governmental agency or private organization without the written consent of the job applicant, with the following exceptions: (1) evidence of a positive test result on a confirmatory test or on confirmatory retest may be used in an administrative hearing, judicial proceeding, or arbitration, where the test result is relevant to the proceeding; (2) evidence of a dilute test result sample or a dilute test result of an additional sample may be used in an administrative hearing, judicial proceeding, or arbitration, where the test result is relevant to the proceeding; and (3) evidence of a positive test result on a confirmatory test or a confirmatory retest may be disclosed to any federal agency or United States government unit as required under federal law, regulation or order, or in accordance with a federal government contract.

VIII. EFFECT OF POLICY

None of the provisions of this Policy is to be regarded as a contract between eFunds and any of eFunds' employees or job applicants. Any actions taken pursuant to this Policy are in eFunds' complete discretion and eFunds shall have complete and final discretion concerning all interpretations of the Policy and any action, including withdrawal of its conditional offer, which eFunds chooses to impose on its job applicants. Nothing in this Policy constitutes a modification or limitation on eFunds' right to refuse to hire any job applicant.

IX. QUESTIONS

Please direct any questions regarding this Policy to eFunds' Legal Department.

X. DEFINITIONS

Confirmatory Test and Confirmatory Retest - a drug test that uses a method of analysis that is reliable for providing specific data as to the drugs, or their metabolites detected in an initial screening test and that meets with the requirements of applicable state law and/or regulations.

Drug - a controlled substance, including, but not necessarily limited to, the following: amphetamines, cocaine, marijuana, opiates, or phencyclidine (PCP), or their metabolites. See Minn. Stat. § 181.950, Subd. 4. The terms “drug” and “controlled substance” are used interchangeably throughout this Policy.

Job Applicant - a person, independent contractor, or person working for an independent contractor who applies to become an employee of eFunds and who has received a job offer made contingent on passing a drug test.

Initial Screening Test - a test that uses a method of analysis that is capable of providing data as to general classes of drugs, or their metabolites and that meets with the requirements of applicable state law and/or regulations.

Positive Test Result - a finding of the presence of drugs, or their metabolites in the sample tested in levels at or above the threshold detection levels set by applicable state law or regulations.

Diluted Test Result – a sample that is so watered-down or adulterated as to be incapable of analysis.