GLAXOSMITHKLINE MOTOR CARRIER SAFETY PROGRAM

DRUG AND ALCOHOL POLICY

I. STATEMENT OF PURPOSE AND OVERVIEW

A. The U.S. Department of Transportation (DOT) has issued regulations that govern the use of drugs and alcohol by commercial motor vehicle drivers. Pursuant to the DOT regulations, 49 CFR Part 382, GlaxoSmithKline must conduct drug and alcohol testing of such drivers at the times and under the conditions described in this DOT policy. The DOT regulations also require certain minimum employer disciplinary actions when a driver engages in the conduct prohibited by this policy. The DOT regulations, however, do not prohibit the Company from enacting more stringent testing and discipline pursuant to an independent Company policy. GlaxoSmithKline, will, therefore, hold drivers to the terms of its Alcohol and Drug Use Policy as well as to the terms set forth in this DOT policy.

GlaxoSmithKline will inform drivers which policy provides the authority for a given test or disciplinary action.

B. It is GlaxoSmithKline’s intention to comply fully with the DOT regulations governing drug and alcohol testing. In the event the DOT regulations are amended, this policy and the applicable terms, conditions, and/or requirements of this policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be in compliance with DOT regulations. In such case, GlaxoSmithKline reserves the right to apply amended requirements immediately and without giving prior notice to drivers and/or applicants or other employees covered by this policy, unless such notice is required by the DOT or other applicable law.

C. The goals of this policy are to ensure a drug and alcohol free transportation and work environment; prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by drivers of commercial motor vehicles and by other employees; provide substance abuse prevention and education for all employees; and to provide clear guidelines and consistent procedures for handling incidents of employees’ misuse of alcohol and use of controlled substances.

D. Under this policy, in specified circumstances, drug and alcohol testing will be conducted on current and/or prospective drivers who are subject to the commercial drivers’ license requirements of the DOT and who operate a commercial motor vehicle in interstate or intrastate commerce.
E. Employment with GlaxoSmithKline is “at will” which means that both the company and its employees are free to end the employment relationship at any time, with or without notice, for any lawful reason. No part of this policy, nor any of the procedures thereunder, is intended to affect GlaxoSmithKline’s right to manage its workplace, to discipline its employees, or to guarantee employment, continued employment or terms or conditions of employment. This policy in no way creates an obligation or contract of employment. GlaxoSmithKline reserves the right to alter or amend this policy in its sole discretion.

F. All applicants for positions with the company as a driver will be notified of this policy at the time they apply for a driver position.

II. DEFINITIONS OF TERMS USED IN POLICY

A. “Driver” means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers; casual, intermittent, or occasional drivers; lease drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For purposes of pre-employment testing only, the term driver shall also include any persons applying to GlaxoSmithKline to drive a commercial motor vehicle.

B. “Commercial motor vehicle” means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

i. has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;

ii. has a gross vehicle weight rating of 26,001 or more pounds;

iii. is designed to transport 16 or more passengers, including the driver, or

iv. is of any size and is used in the transportation of hazardous materials.

C. “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl and isopropyl alcohol.

D. “Alcohol use” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl and isopropyl alcohol.

E. “Controlled substances” include but are not limited to marijuana, cocaine, opiates, amphetamines, and phencyclidine.
F. “Safety-sensitive function” is defined as any of the following:

i. All time spent driving a commercial motor vehicle;

ii. All time that the driver is waiting to be dispatched, unless the driver has been relieved from duty;

iii. All time inspecting, servicing or conditioning any commercial motor vehicle or equipment;

iv. All time, other than driving time, in or upon a commercial motor vehicle, except time spent in a sleeper berth;

v. All time spent loading or unloading a vehicle, including all time spent supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

vi. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

For purposes of GlaxoSmithKline’s Alcohol and Drug Use Policy, the scope of drug and alcohol prohibitions extends to anytime during the hours between the beginning and the end of the employee’s workday.

G. “Refused to be tested” means any of the following:

i. Failing to provide an adequate urine specimen for a drug test without a valid medical explanation;

ii. Failing to provide adequate breath for an alcohol test without a valid medical explanation;

iii. Failing to submit to a test as directed; or

iv. Engaging in any conduct which clearly obstructs the testing process;
III. DRUG AND ALCOHOL PROHIBITIONS

A. The following conduct is strictly prohibited under DOT regulations:

   i. the use of any controlled substance, which includes but is not limited to illegal drugs and medications, except when such use is consistent with a doctor’s prescription and the employee has been informed by a medical professional that the substance will not effect his or her ability to perform his or her job;

   ii. the use of alcohol while on duty or while performing safety-sensitive functions, or having any measured alcohol concentration or detected presence of alcohol while on duty;

   iii. the use of alcohol within eight (8) hours of reporting to duty or performing safety-sensitive functions;

   iv. reporting for duty or remaining on-duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;

   v. using alcohol within eight (8) hours of an accident requiring the driver to submit to a post-accident alcohol test, or until undergoing a post-accident alcohol test;

   vi. possessing any amount of alcohol (including possessing medications which contain alcohol) while on-duty or driving, unless the alcohol is manifested and being transported as part of the shipment;

   vii. failing or refusing to submit to a drug and/or alcohol test as directed by the company;

   viii. while not specifically addressed by the DOT regulations, pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, the unlawful manufacture, distribution, dispensing, possession, or presence of alcohol, drugs or other controlled substances on GlaxoSmithKline’s property or worksites (including commercial motor vehicles).

In addition, in furtherance of company goals, and pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, the following conduct is also prohibited:

   i. obstructing in any way the company’s goals with respect to drugs and alcohol;

   ii. selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs while on company time or property;

   iii. failing to stay in contact with the company and its Medical Review Officer (“MRO”) while awaiting the results of a drug test;

   iv. the abuse of alcohol off-duty which adversely affects the employees’ job performance;
v. any off-duty conduct related to the illegal use or possession of drugs or abuse or alcohol which reflects adversely on the reputation of GlaxoSmithKline in the community; and

vi. otherwise violating GlaxoSmithKline’s Alcohol and Drug Use Policy.

B. The DOT regulations mandate a certain disciplinary action for employees who engage in prohibited conduct. However, pursuant to GlaxoSmithKline’s Drug and Alcohol Use Policy, violations of these prohibitions may result in immediate disciplinary action.

IV. TESTS REQUIRED

Pursuant to DOT regulations, GlaxoSmithKline is required to conduct tests in the following circumstances:

i. Before a driver-applicant is hired or an existing non-DOT worker performs safety-sensitive functions (“pre-employment testing”);

ii. for reasonable suspicion;

iii. post-accident;

iv. random;

v. return-to-duty; and

vi. post-rehabilitation.

The procedures for each test are discussed below. In addition, all testing described in GlaxoSmithKline’s Alcohol and Drug Use Policy may be conducted, but not as a DOT regulated test.

A. Pre-Employment Testing

i. All applicants for positions that involve safety-sensitive functions will undergo pre-employment testing for alcohol and controlled substances as a condition of permanent employment.

ii. Prior to taking a pre-employment drug test, the applicant will be given forms notifying the applicant to report for a drug test. The applicant must also complete, sign and date a chemical screening consent and release form. An application will not be processed further unless the applicant submits to the testing procedure.

iii. Pursuant to either DOT regulations or Company policy, all offers by GlaxoSmithKline to hire an applicant for, or assign or transfer an applicant to, a position involving safety-sensitive functions are conditioned upon the applicant:
1) Executing GlaxoSmithKline’s general consent and release forms to be tested for drugs;

2) Taking and passing a drug test as directed by GlaxoSmithKline;

3) Executing the GlaxoSmithKline’s authorization form which permits GlaxoSmithKline to obtain drug and alcohol test results from each company for whom the applicant worked during the past three (3) years;

4) Certifying that GlaxoSmithKline has provided the applicant with a copy of this policy and other drug and alcohol information in accordance with Section IX of this policy;

5) Passing the DOT required physical exam required for driver positions; and

6) Complying with any other conditions or requirements of which GlaxoSmithKline advises the applicant at the time of the offer.

iv. If a prior employer indicates that an applicant tested positive (0.04 level or greater for alcohol) or refused to be tested, DOT regulations state that the applicant may not perform any safety-sensitive functions unless or until the applicant has been evaluated by a Substance Abuse Professional (SAP) and undergone any required rehabilitation or testing. Pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, the applicant might not be hired or might be, if already an employee, subject to disciplinary action depending on the precise circumstances of the situation and the requirements of the Americans with Disabilities Act.

A new applicant will only be notified of the result of their test if they present a written request to GlaxoSmithKline for their results within sixty (60) days of being notified by GlaxoSmithKline of its hiring decision. Current employees will only be notified in the event of a positive test result.

B. Post-Accident Testing

i. A driver who was performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible after the occurrence of any accident that meets the description of Section B (ii) or Section B (iii) of this policy.

ii. A driver must always submit to a post-accident test if the accident involved the loss of human life.

iii. A driver must always submit to a post-accident test if the driver is issued a citation under state or local law for a moving traffic violation arising from the accident where:
1. A person is injured because of the accident and the injuries require immediate medical treatment away from the scene of the accident; or

2. One or more of the vehicles involved in the accident incurred damage, which required that it be transported away from the scene by a tow truck or other vehicle.

iv. Post-accident alcohol tests should be administered within two (2) hours following the accident and must be administered within eight (8) hours following the accident.

v. Post-accident drug tests must be administered within thirty-two (32) hours following the accident.

vi. Any driver who is subject to post-accident testing must remain readily available for such testing or he or she will be deemed to have refused to submit to testing. However, nothing in this section should be construed to prohibit the delay of necessary medical attention or to prevent the driver from leaving the scene of the accident for the period necessary to obtain assistance or emergency medical care.

vii. GlaxoSmithKline will provide all employees subject to post-accident testing necessary information, procedures and instructions, prior to the employee’s performance of safety-sensitive functions, so that the employee will be able to comply with the requirements of this section.

viii. In addition to the DOT post-accident criteria listed herein, an employee may be subject to a post-accident test pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy.

C. Random Testing

i. Drivers performing safety-sensitive functions are subject to random alcohol and drug testing pursuant to DOT regulations. All such tests will be unannounced.

ii. Whenever a driver is randomly selected to be tested, they will be notified of their selection and instructed to report to the collection site immediately.

iii. Each driver will have an equal chance of being selected each and every time the selection is conducted.

iv. Drivers will only be tested, pursuant to DOT regulations, for alcohol just before, just after or while the driver is performing the safety-sensitive functions.
Reasonable Suspicion Testing

i. Drivers performing safety-sensitive functions may be asked to submit to alcohol and/or drug testing when GlaxoSmithKline has reasonable suspicion, based upon the driver’s appearance, behavior, speech or body odors, to believe that the driver has violated GlaxoSmithKline’s DOT Policy. Such observations must be personally observed and documented by at least one Company official who has received training covering the physical, behavioral, speech, and performance indicators of probable drug and alcohol use.

ii. Factors which could establish cause include, but are not limited to:
   1) Excessive authorize/unauthorized absences or excessive use of sick days.
   2) Excessive “extension” of lunch or breaks.
   3) Significant increase in errors.
   4) Inconsistent “up/down” quantity/quality of work.
   5) More than usual supervision necessary.
   6) Problems with walking, balance or speech.
   7) Eyes bloodshot, dilated, glassy. Face flushed, pale, sweaty.
   8) Odor of alcohol or marijuana.
   9) Discovery or presence of an illegal/unauthorized substance in an employee’s possession.

iii. Reasonable suspicion observations and testing for alcohol must occur just before, just after or while the driver is performing safety-sensitive functions. The Company official who makes the determination that reasonable suspicion exists to test for alcohol will not administer the alcohol test.

iv. Whenever a driver is notified that there is reasonable suspicion to be tested, the driver will be required to report to the test site immediately. The driver being tested MUST NOT drive themselves to the test site.

D. Return-to-Duty Testing

The requirements for return-to-duty testing must be performed in accordance with 49 CFR Part 40, subpart O. These requirements are briefly described in Section V, POST-POSITIVE/RETURN TO DUTY PROCEDURES.
Follow-up Testing

The requirements for follow-up testing must be performed in accordance with 49 CFR Part 40, subpart O. These requirements are briefly described in Section V, POST-POSITIVE/RETURN TO DUTY PROCEDURES.

E. Refusal to Submit

An employee who refuses to submit to alcohol or drug test or similarly, an employee who attempts to adulterate or otherwise tamper with a testing sample, will be treated as though the results for the test were positive.

F. Other Testing

Employees may be required to submit to testing when required by federal or state law, regulation, or by contractual obligation, not otherwise anticipated by the provisions of this policy. In the event that other testing is required, every effort will be made to coordinate new testing requirements with GlaxoSmithKline’s other testing procedures.

V. POST-POSITIVE/RETURN TO DUTY PROCEDURES

A. Pursuant to DOT regulations, before a driver who has tested positive on a drug or alcohol test can return to a safety-sensitive position GlaxoSmithKline or with any other employer, the driver must:

i. Be evaluated by a Substance Abuse Professional (SAP);

ii. Follow and successfully complete all recommended rehabilitation;

iii. Pass a return-to-duty drug and/or alcohol test; and

iv. Be subject to unannounced follow-up testing for up to sixty (60) months, as directed by the SAP, and must include a minimum of six (6) follow-up tests in the first twelve (12) months after the return-to-duty test. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time.

B. In compliance with the DOT regulations, any driver whose test reveals any concentration of drugs or alcohol, as defined in the policy, in his or her system will be given the name of a SAP.

C. These referral, evaluation, and rehabilitation requirements do not apply to applicants who test positive for drugs or alcohol.
VI. TESTING METHODOLOGY AND INTEGRITY

A. To insure the integrity and accuracy of each test, all specimen collection, analysis and laboratory procedures shall be conducted in accordance with DOT procedural protocols and safeguards set forth in Part 49 of the Federal Code of Regulations. This code includes, but is not limited to the following:

i. Procedures to insure the correct identity of each driver at the time of testing;

ii. A strict chain-of-custody procedure to insure against tampering of the specimen;

iii. The use of a trained Screening Test Technician (STT) or Breath Alcohol Technician (BAT) and DOT-Approved testing devices for conducting alcohol tests;

iv. The use of a laboratory which has been certified by the Department of Health and Human Services (DHHS);

v. The confirmation of an initial positive drug screen by a second analysis on the same specimen using gas chromatography/mass spectrometry (GCMS);

vi. The confirmation of an initial positive alcohol screen by a second analysis; and

vii. GlaxoSmithKline’s appointment of a qualified Medical Review Officer (MRO) to review drug test results before they are reported to the Company’s designated representative.

B. For All Drug Tests

i. All drug tests conducted under this DOT policy require the driver to provide a urine specimen.

ii. Urine specimens will be analyzed for the presence of marijuana, cocaine, opiates, amphetamines, phencyclidine and such other controlled substances as DOT may from time to time direct. GlaxoSmithKline reserves the right to test for any other substances proscribed by the DOT without prior notice to drivers or applicants, unless required by DOT or other applicable law. GlaxoSmithKline may also test drivers or applicants for other substances as may otherwise be permitted by federal or state law.

iii. In general, drivers will be allowed to give a urine sample in private and without being observed by collection personnel. However, a driver forfeits this right whenever there is reason to believe that he or she may alter or substitute a specimen.
iv. All drug tests will be administered using the split sample methodology as required by DOT regulations. In the event the primary specimen is verified positive, the driver will be notified by the MRO or by a Company official of the positive test result and will be given the option to have the second specimen sent to a different laboratory for analysis. The driver must exercise this option within 72 hours of being notified that the primary specimen was positive.

C. For All Alcohol Tests

i. Screening tests for alcohol conducted under this policy require that the driver undergo a Qualitative Enzyme Diagnostic (QED) saliva test or an Evidential Breath Testing (EBT) test. Confirmatory tests require a driver to undergo an EBT test.

ii. Screening tests for alcohol will be administered by a Screening Test Technician (STT) using an approved QED test or by a Breath Alcohol Technician (BAT) using an approved EBT device.

iii. Before being tested, each driver will be required to present identification and execute the Alcohol Screening Consent and Release Form provided by the STT or BAT.

iv. In addition to any penalties imposed by DOT, a driver who refuses to provide identification, provides false identification, refuses to execute the Alcohol Screening Consent and Release Form, or who otherwise refuses or fails to cooperate will be treated as though he or she had tested positive and will be discharged pursuant to GlaxoSmithKline’s Substance Abuse Policy.

v. Prior to each alcohol test, the STT or BAT will instruct the driver on how the test will be performed.

vi. In the event that a driver is unable to produce a sufficient amount of saliva after two attempts to do so, the driver will be given a screen test for alcohol using an EBT device.

vii. In the event that a driver is unable, after several attempts, to provide an adequate amount of breath for the screening or confirmatory test, the driver will be required to submit to an evaluation by a licensed medical professional to determine whether a valid medical condition exists for the driver’s inability to provide an adequate amount of breath. If the physician determines that a valid medical condition does exist, the test result will be reported to GlaxoSmithKline as negative. If the physician determines that a valid medical condition does not exist, the test result will be reported to GlaxoSmithKline as a confirmed positive.
VII. TEST RESULTS

A. For Drug Tests

i. Before a driver’s test result will be verified positive for drugs, the driver will be given the opportunity to speak with GlaxoSmithKline’s MRO and demonstrate that there was a legitimate medical explanation for the positive test result. If the MRO determines that a legitimate medical reason does exist, the test result will be reported to GlaxoSmithKline as “negative.” If the MRO determines that a legitimate medical reason does not exist, the test will be reported to GlaxoSmithKline as a “verified positive.”

ii. In the event that the test result of a driver’s primary specimen is positive, the driver will be notified by GlaxoSmithKline or its MRO and advised that he or she has 72 hours to request that the MRO send his secondary specimen to a second, Company-approved laboratory for analysis. Pending the outcome of this additional analysis, the driver will continue to be considered physically unqualified to work by DOT.

iii. A driver whose test result is a verified positive for drugs will be prohibited from performing any safety-sensitive functions for any employer until he has satisfied proper DOT requirements (see Section V). Pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, any driver who tests positive will be subject to disciplinary action which may result in immediate disciplinary action.

B. For Alcohol Tests

i. In the event that the driver’s QED test result is negative or the driver’s EBT screening test is 0.00, no additional test will be required.

ii. If a driver’s EBT screening test reveals an alcohol concentration level that is less than 0.02, pursuant to DOT regulations, the test result will be reported as “negative” and no additional test will be required. However, a confirmatory test may be required by GlaxoSmithKline’s Alcohol and Drug Use Policy.

iii. If the driver’s QED test result is positive or the driver’s EBT screening test reveals an alcohol concentration level of 0.02 or greater, a second confirmatory test will be administered. If the confirmatory test registers less than 0.02, the test result for DOT purposes would be reported to GlaxoSmithKline as negative. However, pursuant to GlaxoSmithKline’s Substance Abuse Policy, a driver whose test reveals any concentration of alcohol in his system will be subject to disciplinary action which may result in immediate disciplinary action.
iv. If a driver’s EBT screening test reveals an alcohol concentration level above 0.02, but less than 0.04, the DOT prohibits the driver from performing or from continuing to perform safety-sensitive functions until the driver’s next regularly scheduled duty period or for 24 hours, whichever is greater. However, pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, a driver whose test reveals any concentration of alcohol in his system will be subject to disciplinary action which may result in immediate disciplinary action.

v. If a driver’s confirmatory test reveals an alcohol concentration level of 0.04 or greater, the DOT prohibits the driver from performing or continuing to perform any safety-sensitive function for any company until her or she has satisfied proper DOT requirements (see Section V). Pursuant to GlaxoSmithKline’s Alcohol and Drug Use Policy, a driver whose test reveals any concentration of alcohol in his system will be subject to disciplinary action which may result in immediate disciplinary action.

VIII. COMPANY REQUIREMENT TO CONTACT STATE DMV OFFICES FOR POSITIVE TEST RESULTS

Currently, several states have enacted legislation or issued regulations that require employers, Medical Review Officers (MRO), or Breath Alcohol Technicians (BAT) to report positive DOT drug and alcohol tests results to a State agency. GSK will comply with all State requirements for notification.

IX. DRUG AND ALCOHOL EDUCATION AND INFORMATION

A. GlaxoSmithKline is required to provide educational material for all drivers explaining the DOT requirements and GlaxoSmithKline’s policies and procedures to meet those requirements. In addition to this policy, GlaxoSmithKline will present a Drug Free Awareness Education Program which will provide drivers with information concerning:

i. The dangers of drug and alcohol abuse in the work site;

ii. The effects of drugs and alcohol on health, work, and personal life;

iii. Signs and symptoms of a drug or alcohol problem; and

iv. Available methods of intervening when a drug or alcohol problem is suspected.

B. Management and supervisory personnel will also receive at least sixty (60) minutes of training on alcohol misuse, and an additional sixty (60)
minutes of training on drug use. This training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing for the misuse of alcohol or the use of drugs. It will include, but not be limited to, recognition, observation, documentation, confrontation, and intervention.

C. Each driver is required to certify that he or she has been given a copy of this policy and other drug and alcohol information by GlaxoSmithKline in accordance with this policy. Applicants are required to execute the certification as a condition of being hired. An applicant who refuses to do so will not be hired.

D. Any driver who violates this policy will be provided with information concerning the resources available to evaluate and resolve a drug or alcohol problem, and the names, addresses and phone numbers of Substance Abuse Professionals, counseling, treatment, and Employee Assistance Programs (EAPs). The driver is responsible for any costs associated with rehabilitation.

E. All questions concerning this policy, or the educational materials provided by GlaxoSmithKline, should be directed to 919-483-3880.

X. CONFIDENTIALITY

A. The results of all drug and alcohol tests will be kept in a secure location with controlled access.

B. All test results will be considered confidential. A driver’s test results will only be released pursuant to written authorization, or as otherwise required by the DOT’s regulations, or other federal or state laws.

XI. INTERACTION WITH GLAXOSMITHKLINE’S SUBSTANCE ABUSE POLICY

This policy does not supersede GlaxoSmithKline’s Alcohol and Drug Use Policy except where and as required by DOT.

XII. Where to get support:

For further information contact the GSK HR Service Centre:

gkus.hr@xerox.com
1-877-694-7547

GSK Employee Assistance Program

- Administered by Optum
- Phone: 866-248-4096
- Website: Liveandworkwell.com; Access Code - GSklaww
DRIVER RECEIPT AND CERTIFICATION OF TRAINING

I ___________________________________________ certify that in accordance with 49 CFR, Part 382.601 (b)(1-10). I have received training and educational materials relating to my adherence to, and implementation of, 49 CFR, Part 382, Subparts A-F.

I further certify that I have received a copy of GlaxoSmithKline’s Alcohol and Drug Use Policy and GlaxoSmithKline’s Motor Carrier Safety Program – Drug and Alcohol Policy, and I have reviewed, and I understand the materials contained therein. I have also been informed of the name of the person designated by GlaxoSmithKline to answer questions about 49 CFR, Part 382, Subparts A-F.

________________________________________  _________________
Employee Signature   Person Administering Program

________________________________________  _____________________
Date   Date