## 

## DRUG SCREENING GUIDELINES

As part of the Vizone International Ltd (VI) New Starter Process you are required to complete as a onetime requirement only, a 9 Panel Drug Test.

With the process overseen by the VI Central Services Systems Administrator, the test ensures VI hold historically relevant information about any drug usage by a new start joining the company. The results will remain secure and no information about it will be passed onto a third party unless VI are legally required to do so, or if a VI executive needs to be involved in any decisions escalating from the test results.

The test results will include information on the following drugs:

|  |  |  |
| --- | --- | --- |
| 1. Cocaine | 1. Methadone | 1. Amphetamine |
| 1. Methamphetamine | 1. Opiate | 1. Marijuana |
| 1. Oxycodone | 1. Benzodiazepines | 1. Propoxyphene |

From the time you receive your Username and Password that enables you to have access from the documents stored on [www.vizoneinternational.com](http://www.vizoneinternational.com) you have a maximum of 4 weeks to supply a valid 9 panel drugs test results certificate.

### Steps to Attain 9 Panel Drug Test Certificate:

1. Contact your local NHS Doctor Surgery to ensure they complete a 9 Panel Drugs Test
   1. If not; they will be able to inform you of the nearest NHS Surgery that does
2. Book an appointment to complete the 9 Panel Drugs Test
3. Insert date of test onto your ‘Candidate Acceptance Note’
4. Attend and pay for your test
5. Receive test results through post or via NHS Surgery
6. Take copy of results certificate
7. Post actual certificate to VI Central Services Systems Administrator

NOTE: If at any time during the 9 Panel Drugs Test you wish to speak to a VI representative for assistance or advice, please contact the VI Central Services Systems Administrator.