



MEMORANDUM

TO: HQ Direct LLC
Attention: Jolene Tate

FROM: Lance Wheaton, Tennessee Drug-Free Workplace Program

SUBJECT: Drug-Free Workplace Application

DATE: Nov 5, 2021

This is to notify you that your application for participation in the Tennessee Drug-Free Workplace Program has been received and accepted. Pursuant to T.C.A. 50-6-418 and T.C.A. 50-9-101, et sequentia, you are entitled to a five percent (5%) premium credit on your workers' compensation insurance policy. You will begin to accrue the premium discount on a pro rata basis as of the date of our acceptance of your application; this is the date on the application next to the signature of the Commissioner or his designee.

Your workers' compensation insurance provider is being notified of your participation and must apply to your policy the premium credit granted under this program directly upon receipt of notification or make payment for such credit effective after the annual final premium audit has been completed DFWP Rules and Regulations, Chapter 0800-2-12-.02(5)].

By accepting this application, the State of Tennessee is not certifying the accuracy or completeness of either your application or your Drug-Free Workplace Program. We are acknowledging receipt of your certification, attested by your signature, that all provisions and requirements of the Tennessee Drug-Free Workplace Program as established by T.C.A. 50-9-101, et sequentia, have been met and implemented. We further acknowledge that you may have "made a good faith effort" and may have "complied substantially" with Program requirements and are, therefore, "rebuttably presumed to be entitled" to the benefits of the Program.

A copy of your application is enclosed for your review and records. If you have any questions or need any other information, please contact us at 1-800-332-2667 or 1-615-741-2395. Thank you for your participation in the effort to promote drug-free workplaces in Tennessee.