



**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

## **Drug and Alcohol Free Workplace**

***File name: 2024.1\_Policy\_DrugFreeWorkplace***

### **Policy Statement**

All Boys & Girls Club sites are drug and alcohol free environments for the youth they serve. Employees, volunteers, and members are not permitted to use or possess alcohol, cannabis, tobacco, unauthorized drugs, unlawful use of a controlled substance, or drug paraphernalia of any kind where youth programming is taking place. Areas include Club sites, Club vehicles, and in the immediate vicinity of the Club campus. Staff working at any non-personal, Club-sponsored or Club-related function are expected to refrain from alcohol or drug use. Any employee determined to be under the influence of drugs or alcohol, including the unlawful use of a controlled substance, or who violates any other part of this policy may be subject to testing and termination.

The Club reserves the right to administer a scientifically valid testing procedure to an employee at any time to determine whether an employee is fully competent and sober while at work, or whether any unauthorized drugs or substances are present in the body. Failure to participate or submit results to such a test may result in termination.

Exceptions: Alcohol may be stored securely at the Club or transported for special events or fundraisers. Lawful alcohol consumption is permitted at the Angel of Tahoe building and may be served at fundraisers, board meetings, or special or third party events when not in the presence of youth programming.

### **Reason for Policy**

As a federal grant recipient, Boys & Girls Club of Lake Tahoe has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

The Club is committed to creating and maintaining a Drug and Alcohol Free Workplace. Alcohol and drug use can impair the mind and body putting the health and safety of the user and others around them at risk. All employees and volunteers are expected to create a safe and positive space for kids that discourages drug and alcohol use or abuse. Using or possessing drugs, alcohol, or related paraphernalia jeopardizes the health, safety, and quality of the Club.

### **Who Should Read This Policy**

All employees and volunteers.



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## **Resources**

Drug Free Workplace Act of 1988:

<https://www.samhsa.gov/workplace/employer-resources/contractor-grantee-laws>

Drug and Alcohol Free Workplace Policy (BGCA):

<https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=6350>

## **Definitions**

“Use of alcohol or drugs” includes the possession, use, misuse, or sale of any alcohol, unauthorized drugs, drug substance, or related paraphernalia, such as a pipe or vape pen.

“Alcohol or drugs” shortened is defined as alcohol, cannabis, tobacco, unlawful use of a controlled substance, or illegal drug of any kind.

## **The Policy**

All Boys & Girls Club sites are drug and alcohol free environments for the youth they serve. Employees, volunteers, and members are not permitted to use or possess alcohol, cannabis, tobacco, unauthorized drugs, unlawful use of a controlled substance, or drug paraphernalia of any kind where youth programming is taking place. Areas include Club sites, Club vehicles, and in the immediate vicinity of the Club campus. Staff working at any non-personal, Club-sponsored or Club-related function are expected to refrain from drug use of any kind. Any employee determined to be under the influence of drugs or alcohol in the workplace, including the unlawful use of a controlled substance, or who violates any other part of this policy may be subject to termination.

### ***Reasonable Suspicion***

Any employee or volunteer must immediately notify the Executive Director or a member of the senior administrative team if an employee or volunteer’s actions or behaviors suggest they are under the influence of drugs and/or alcohol. Club leadership will determine whether that employee/volunteer should be examined by a medical provider and/or tested for drugs or alcohol in accordance with the Club’s drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises in a safe manner. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior or physical indicators suggesting someone is under the influence of drugs and/or alcohol include, but are not limited to:

- Odors (smell of alcohol, body odor or urine)
- Movements (unsteady, fidgety, dizzy)



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- Eyes (dilated, constricted or watery eyes or involuntary eye movements)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted midthought, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

Unusual patterns of behavior that may suggest drug and/or alcohol misuse include but are not limited to:

- Repeatedly calling in sick
- Being absent directly before or after holidays and weekends;
- Repeatedly damaging inventory or failing to meet reasonable work schedules
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

### ***Drug and Alcohol Testing***

The Club reserves the right to administer a scientifically valid testing procedure to an employee at any time to determine whether an employee is fully competent and sober while at work, or whether any unauthorized drugs or substances are present in the body. Failure to participate or submit results to such a test may result in termination. This policy applies to all employees and volunteers in all job classifications.

### ***Treatment and Rehabilitation***

If an employee wishes to attend a drug or alcohol rehabilitation program, they may take a protected leave of absence. Leave for Drug or Alcohol Rehabilitation is described in the Employee and Volunteer Handbook. Upon return from a rehabilitation program, the Club will make reasonable accommodations for the employee as long as it does not cause any undue hardship to the organization (CA Labor Code Section 1025-1028).

### ***Exceptions***

Possession of unopened alcohol is permitted by the Club's Senior team for Club fundraisers or events. At times, alcohol may be stored securely at the Club or transported for special events or fundraisers. Lawful alcohol consumption is permitted at the Angel of Tahoe building and may be served at special fundraisers, board meetings, or special or third party events when the Club is closed to youth members. This consumption is strictly controlled and monitored, and may not be in the presence of youth members attending regularly scheduled Club programs.