



**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

## **Drug and Alcohol Free Workplace**

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### **Policy Statement**

All Boys & Girls Club of Lake Tahoe sites are drug and alcohol free environments. 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 day-to-day 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 or lawful use of a controlled substance, or who violates any other part of this policy may be subject to testing and disciplinary action, up to and including termination.

Employees are prohibited from reporting to work or working when they are using any illegal drugs or legal drugs, including prescription and over-the-counter medications. Exceptions for legal drugs can be made in accordance with California law when the use is pursuant to a physician's orders and the physician has advised the employee that the substance does not adversely affect or impair the employee's ability to safely perform their job duties. An employee taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or the Club's senior team to determine if job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.

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 disciplinary action, up to and including 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 onsite or offsite at Club fundraisers, board meetings, or special or third party events. Consumption is strictly controlled and monitored, and may not be served to anyone under the age of 21. Consumption should not take place when youth are present for Club programming unless it is a special event, invitation, or fundraiser, such as the Bright Futures Ceremony, where youth attend with their parents or guardians.



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### **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 for youth, staff, and volunteers. 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, volunteers, and Board members.

### **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.

“Smoking” includes the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

### **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 alcohol or drug use of any kind. Any employee determined to be under the influence of drugs or alcohol in the workplace, including the unlawful or lawful use of a



controlled substance, or who violates any other part of this policy may be subject to testing and disciplinary action, up to and including termination.

### ***Reasonable Suspicion***

Employees and volunteers are prohibited from reporting to work or working while under the influence of alcohol, legal drugs, and/or illegal or unauthorized drugs. All employees receive an annual training that covers what to look for and what to do if they witness actions or behaviors that suggest an employee or volunteer may be under the influence of drugs and/or alcohol. In addition, any employee and volunteer who prepares or serves alcohol at a Club-related fundraiser or event must attend the Responsible Beverage Service (RBS) Training.

If a Club parent, member, employee, or volunteer appears under the influence of drugs and/or alcohol and the safety of themselves, others, or Club property is at risk, an employee should call a "Code White" with their location over the radio. Members of the Emergency Response Team should respond and follow the Code White procedures, including removing any children whose safety is at risk. When appropriate, law enforcement will be notified.

Whether a "Code White" is called or not called, an employee should immediately notify their supervisor, the Executive Director/CEO, or a member of the senior administrative team if they are concerned about another person's drug or alcohol use. Members of the senior administrative team 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)
- 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:



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- 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. Tests paid by the Club are the property of the Boys & Girls Club of Lake Tahoe, and the examination records will be treated as confidential and held in a secure file. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, and/or the employee's physician. 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.

### ***Smoking***

The Club complies with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is prohibited at the Angel of Tahoe and premises, and at all school sites and campuses. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

### ***Prescription Medication and Legal Drugs***

Employees are prohibited from reporting to work or working when they are using any legal drugs, such as prescription and over-the-counter medications. Exceptions for prescription medications and legal drugs can be made in accordance with California law when the use is pursuant to a physician's orders and the physician has advised the employee that the substance does not adversely affect or impair the employee's ability to safely perform their job duties. Employees taking any prescription medication or legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor, the Executive Director/CEO, or member of the senior administrative team so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.



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### ***Unauthorized Use***

Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace. Unauthorized use covers paid time at the Club, on Club sites or premises, in Club vehicles, or while engaging in Club and Club-related activities, events, and fundraisers.

### ***Lawful Actions***

The Club reserves the right to take any and all appropriate and lawful actions necessary to enforce policy, including but not limited to the inspection of Club-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the Club has reasonable suspicion to believe that the employee has violated this policy.

### ***Criminal Charges***

Employees must notify their supervisor, the Executive Director/CEO, or member of the senior team immediately of any criminal drug or alcohol violation.

### ***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 onsite or offsite at Club fundraisers, board meetings, or special or third party events. This consumption is strictly controlled and monitored, and may not be served to anyone under the age of 21. Consumption should not take place when youth are present for Club programming unless it is a special event, invitation, or fundraiser, such as the Bright Futures Ceremony, where youth attend with their parents or guardians.