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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

CHILD SAFETY

SUBSTANCE USE & TESTING POLICY

CATEGORY: Child Safety	APPROVED: November 22, 2022
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 2, 2022
CONTACT: BGWLC CEO	NEXT REVIEW: November 2, 2023

Substance Use & Testing Policy

The Boys & Girls Clubs of Western Lane County (Club) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Club maintains a substance (alcohol, tobacco, and other drugs) free environment in the workplace and within Club programs. The Club has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Staff, volunteers, and board members are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Staff, volunteers, and board members are prohibited from reporting to work or working while using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised that the substance does not adversely affect the ability to safely perform job duties. Staff, volunteers, or board members that are taking any legal drugs that potentially affect job safety or performance are responsible for notifying the Site Director, CEO, or Board President so that a determination of job performance or a reasonable accommodation can be made. Staff, volunteers, and board members may not be permitted to perform their job duties unless such a determination or reasonable accommodation has been made.
- Staff, volunteers, and board members are prohibited from engaging in manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on paid time, on Club premises, in Club vehicles or while engaged in Club activities.
- Staff, volunteers, and board members must notify the Site Director, CEO, or Board President immediately of any criminal drug or alcohol violation.
- Employment with the Club is conditional upon full compliance with this. Any violation of this policy may result in disciplinary action, up to and including termination.

The Club further reserves the right to take all appropriate and lawful actions necessary to enforce this policy, including but not limited to the inspection of Club-issued lockers, desks, or other suspected areas of concealment when the Club has reasonable suspicion to believe that this policy has been violated.

Tobacco

Tobacco use is prohibited on Club owned or controlled premises. Staff, volunteers, and board members will comply with all applicable federal, state, and local regulations regarding tobacco use in the workplace. Tobacco use is defined as the use of any tobacco-containing products, including chewing tobacco or snuff, cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Reasonable Suspicion

Staff, volunteers, or board members must immediately notify Site Director, CEO, or Board President of any action by an employee, volunteer, or board member that demonstrates an unusual pattern of behavior suggesting that they are under the influence of a substance. Staff, volunteers, or board members believed to be under the influence of a substance will be required to leave the premises. Any illegal substances or paraphernalia found on Club property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The Club CEO will determine whether substance testing should occur.

Substance Testing

Screening, testing and security measures may be used at any time during employment with the Club as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing and may result in termination. Tests that are paid for by the Club are the property of the Club, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the individual being tested, persons designated and authorized by the individual, public agencies, relevant insurance companies and/or the individual's doctor.

The Club CEO, or their designee, will advise any individual of a need to be tested. All testing will be performed by a state-certified laboratory or by a licensed physician.

An employee who has negative test results will be reinstated with pay for scheduled hours they may have missed.

An employee who has positive test results for any substance prohibited by this policy is subject to disciplinary action, up to and including termination of employment.

Post-Event Testing

Any staff, volunteer, or board member involved in or causing a job-related accident may be required to immediately, or as soon thereafter as possible, take a substance test.

Any staff, volunteer, or board member involved in or causing an accident resulting in damage to the Club's or to another's property while conducting Club business may be required to take a substance test.

The Club may decide not to conduct post-accident testing if the information available at the time of the event indicates that the employee's performance could not have contributed to the accident.