



BOYS & GIRLS CLUB
OF NORTHERN WESTCHESTER

VOLUNTEER DRUG AND ALCOHOL POLICY

Please read carefully and sign and return page 3:
Agreement and Consent to Drug and/or Alcohol Testing

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The Boys & Girls Club of Northern Westchester has a vital interest in ensuring a safe, healthy and efficient working environment for our employees, their co-workers, volunteers, and the members we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a Federal grantee, we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, the following drug and alcohol free workplace policy has been established as a condition of employment/volunteer placement or continued employment/volunteer placement with the Boys & Girls Club of Northern Westchester.

All employees, volunteers and consultants are required to abide by this policy. They are required to inform appropriate supervisors of policy violations.

Employees and volunteers are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees and volunteers are prohibited from reporting to work, or working when the employee/volunteer uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee/volunteer that the substance does not adversely affect the employee's/volunteer's ability to safely perform his or her job duties.

In addition, employees and volunteers are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs and alcohol in the workplace including: on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.

Each employee or volunteer taking a legal drug which could affect job safety or performance is responsible for notifying the Director of Finance and Administration without disclosing the identity of the substance and providing a physician's certificate stating the substance does not adversely affect the employee's/volunteer's ability to safely and efficiently perform the employee's/volunteer's job duties and/or provide any work restrictions. If the organization and the employee's/volunteer's physician have determined that the substance does not adversely affect the employee's/volunteer's ability to safely and efficiently perform the employee's/volunteer's job duties or determined that a reasonable accommodation can be made, the employee/volunteer may commence work. An employee or volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

In accordance with the Drug-Free Workplace Act of 1988, employees and volunteers must notify the Director of Finance and Administration of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of such conviction.

Your employment/volunteer placement or continued employment/volunteer placement with the organization is conditioned upon your full compliance with the forgoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge from your employment position/ volunteer placement.

Consistent with its fair employment policy, the organization maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. Employees and volunteers are encouraged to seek assistance before their drug and/or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others.

The Boys & Girls Club further reserves the right to take any and all appropriate and lawful actions necessary to enforce this Drug and Alcohol-Free workplace policy, including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's or volunteer's personal property when the organization has reasonable suspicion to believe that the employee or volunteer has violated this drug and alcohol free workplace policy.

The Boys & Girls Club will provide education materials and programs on the danger of drugs and alcohol to its employees and volunteers on a periodic basis, provide information on counseling and rehabilitation services available to employees and volunteer with drug problems, and notify funding agencies as defined by the Anti-Drug Abuse Act of 1988, when an employee or volunteer is convicted of a drug offense that occurred in the workplace.

This policy represents guidelines only and should not be interpreted as a contract of employment or guarantee of volunteer placement.

Drug Testing

The Boys & Girls Club of Northern Westchester is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work site. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees and volunteers to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing: Drugs and alcohol tests will be administered under the following conditions:

- when an employee or volunteer shows signs of impairment on the job;
- after any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration;
- after any vehicular accident when it appears that the employee or volunteer might reasonably have avoided the accident or minimized the consequences, but did not do so;
- at hiring or volunteer placement time, when all new hires and volunteers will be required to pass a pre-employment/volunteer placement drug-screening test as a condition of employment/volunteer placement; and
- at periodic intervals, when employees and volunteers may be required to pass a drug screening test as a condition of continued employment/volunteer placement.

Employees and Volunteers who refuse to submit to drug and alcohol testing will be terminated.



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AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

I hereby agree, upon a request made under the drug/alcohol testing policy of the Boys & Girls Club of Northern Westchester, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis.

I understand and agree that if I at any time refuse to submit to a drug or alcohol test under Boys and Girls Club of Northern Westchester policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination.

I further authorize and give full permission to have the Boys & Girls Club of Northern Westchester and/or its affiliates send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Boys & Girls Club of Northern Westchester and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

This policy and authorization have been explained to me in a language I understand, if I have any questions about the test or the policy, I will direct them to the Director of Finance and Administration.

I UNDERSTAND THAT THE BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT.

Volunteer Name *(please print)*

Volunteer Signature

Date

Note: **If volunteer is a minor**, consent of a parent or legal guardian, acknowledging receipt of this policy, review of its provisions and consent to drug testing of the minor volunteer under the terms provided in this policy is required as a condition of the minor’s volunteer placement with the Boys and Girls Club of Northern Westchester.

Parent/Guardian Name *(please print)*

Parent/Guardian Signature

Date