



Wakeman BGC Smoke, Drug, Alcohol-Free Policy

Wakeman Boys & Girls Club (WBGC) is committed to providing a safe surrounding for members, staff, volunteers, and visitors. To further ensure their safety, the organization maintains a smoke, drug, and alcohol-free workplace. The unlawful or improper use of drugs – including cannabis, controlled substances, or alcohol in the workplace and smoke presents a danger to everyone. In compliance with the Drug-Free Workplace Act of 1988, Wakeman Boys & Girls Club has a longstanding commitment to provide a safe, quality-oriented, and productive environment for all.

In addition, everyone who is visiting or using WBGC-owned or operated facilities, or attending club-sponsored events, will abide by these policies.

DRUG & ALCOHOL-FREE CLUB ENVIRONMENT

Employees, volunteers, members, and visitors while engaged in WBGC activities, including on Club paid or unpaid time, on Club premises, in Club vehicles or while engaged in WBGC organizational activities at any location, whether a WBGC location or not are prohibited from:

- Engaging in the use, manufacturing, distribution, dispensing, sale or possession of illegal drugs, cannabis (including edibles) and/or alcohol (including possession of drug paraphernalia)
- Being under the influence of alcohol, cannabis or an illegal drug
- Being under the influence of other legal controlled substances, which includes prescription drugs and over the counter medicine, if such influence impairs the employee's ability to safely and effectively perform the essential functions of their job. It is the responsibility of the employee to read the labels of and/or consult a doctor or pharmacist regarding medications being taken to understand potential side effects and their possible impact on the employee's duties in the workplace. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership 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.

Employees and volunteers must notify their supervisor and/or WBGC leadership immediately if they become aware of any violation of this policy.

SMOKING & VAPING POLICY

Smoking and vaping are prohibited at all WBGC-owned and operated facilities and club-sponsored events.

This prohibition includes the use of any drug or tobacco-containing products, including but not limited to cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes), and vaporizers.

The smoking and vaping policy applies to employees, volunteers, members, and visitors while on Club premises or during Club activities (on or off-site).

The Club will post non-smoking signage as required by law.

SMOKELESS TOBACCO POLICY

Smokeless tobacco products are prohibited at all WBGC-owned and operated facilities and club-sponsored events.

This prohibition includes the use of any tobacco that is chewed, sucked, or sniffed.

The smokeless tobacco policy applies to employees, volunteers, members, and visitors while on Club premises or during Club activities (on or off-site).

RESPONSE TO REASONABLE SUSPICION OF VIOLATIONS

Staff and or volunteers shall immediately notify Club leadership of any action by an employee, volunteer, member, or visitor who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs, including cannabis, or alcohol. If an employee, Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees, volunteers, and visitors believed to be under the influence of drugs or alcohol will be required to leave the premises. Youth members will be required to be immediately picked up by a guardian.

Examples of behavior suggesting that an individual is under the influence of drugs 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 mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

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

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

INSPECTION AND TESTING

WBGC reserves the right to take any and all appropriate and lawful actions necessary to enforce this smoke, 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 personal property when the organization has reasonable suspicion to believe that the employee has violated this policy (see "Reasonable Suspicion" above).

Screening, testing, and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, 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 employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

OTHER PROVISIONS

Employment with the organization is conditional upon full compliance with the foregoing policy. Any violation of this policy might result in disciplinary action, up to and including discharge. However, compliance does not alter the "at will" status of the employee and, therefore, is not a guarantee of continued employment with WBGC.

WBGC reserves the right to seize all illegal drugs, alcohol, drug paraphernalia, or other contraband found on its owned or controlled premises. WBGC may also turn such evidence over to the appropriate authorities and may result in a criminal prosecution.

WBGC reserves the right to test all employment applicants for illegal drugs and cannabis as part of post-offer conditions. This testing would be conducted before the applicant starts work. Failure of a test will be grounds for revoking the offer.

The WGBC CEO may authorize the use of alcohol at infrequent adult social events that promote the Club's purposes. At such events, procedures will be implemented to prevent under-age drinking and overconsumption by adults.

If any WBGC employee or volunteer suspects another individual is not abiding by these policies, they are required to report the individual(s) to their supervisor. If necessary, they can contact the HR Coordinator or Director of Safety & Leadership Development.