



Boys & Girls Clubs of Lincoln/Lancaster County Drug-Free Workplace Policy

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCL maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs (including but not limited to marijuana, controlled substances, or alcohol) in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Clubs of Lincoln/Lancaster County has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, 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.
- Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.
- Employees taking a legal drug which potentially affects job safety or performance is responsible for notifying their **supervisor and/or Club leadership immediately**. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Boys & Girls Clubs of Lincoln/Lancaster County 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 Club-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 drug- and alcohol-free workplace policy.

Should any staff, volunteer, or board member violate this policy, Boys & Girls Clubs of Lincoln/Lancaster County will take appropriate disciplinary action, up to and including termination.