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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL005-2 Drug, Smoking and Alcohol Safety Policy

The Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCMCC maintains a drug, smoke and alcohol-free workplace, see Employee Handbook. Employees are provided more detail on the BGCMCC Workplace Drug Policy in the Employee Handbook. The unlawful or improper use of drugs, including marijuana, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, and with compliance with state and federal law, BGCMCC has a duty to comply with the Federal Drug-Free Workplace Act of 1988 and California Drug-Free Workplace of 1990. Therefore the following standards are enforced:

- Employees, Volunteers or any other Staff are prohibited from reporting to work or working while under the influence of alcohol, marijuana and/or illegal or unauthorized drugs.
- Employees, Volunteers or any other Staff 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, Volunteers or any other Staff are to adhere to a smoke free environment, which includes but is not limited to tobacco products, smokeless tobacco, e-cigarettes, or vape devices.
- Employees, Volunteers or any other Staff are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs.
- Employees, Volunteers or any other Staff are prohibited from engaging in the unlawful sale or possession of alcohol in the workplace including where BGCMCC member programs are taking place, in organization vehicles, or while engaged in Club member activities.

- Employees, Volunteers or any other Staff are prohibited from engaging in the sale or possession of marijuana or other products with Tetrahydrocannabinol in the workplace including where BGCMCC member programs are taking place, in organization vehicles, or while engaged in Club member activities.
- Employees, Volunteers or any other Staff taking a legal drug which affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. 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 shall not be permitted to perform his or her job duties until such a determination or reasonable accommodation is made.
- Employees, Volunteers or any other Staff must notify their supervisor and/or Club leadership, within three (3) 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.
- Members who are found in possession of unauthorized drugs, alcohol, marijuana or any other mind-altering substance will have the substance confiscated, and parents will be called. Continued infractions may result in suspension or expulsion.
- In cases of suspected drug overdose, the Club Director shall call 911 immediately. After 911 has been contacted they will contact the School Districts designated individual who is responsible for management and treatment of suspected drug overdose, if available. The designated individual will then follow the school district's procedures for drug overdose. For non-school sites, first responders will manage the incident. The Club Director will contact parents or guardians of the member.

Examples of behavior suggesting that employees or volunteers are 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 in sick;
- 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.

Supervisors will gather all relevant details of suspected drug or alcohol use and report to the Human Resource department and their supervisor for further investigation if necessary.

BGCMCC 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, equipment, Club rented, leased or owned vehicles 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.

REFERENCE:

California Compilation of School Discipline Laws and Regulations

Unlawfully selling a controlled substance (commencing with Section 11053) of Division 10 of the Health and Safety Code California school regulations.

EDC 48916.5. The governing board may require a pupil who is expelled from school property for reasons relating to controlled substances, as defined in Sections 11054 to 11058, inclusive of the Health and Safety Code, or alcohol, prior to returning to school to enroll in a county-supported drug rehabilitation program. No pupil shall be required to enroll in a rehabilitation program pursuant to this section without the consent of his or her parent or guardian.

EDC 49414.3. (a) School districts, county offices of education, charter schools may provide emergency naloxone hydrochloride or another opioid antagonist to school nurses or trained personnel who have volunteered pursuant to subdivision (d), and school nurses or trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

Reviewed and Approved:

02 / 19 /

Date: 2026

BY: 

Chief Executive Officer

Debbie Perrault

Board Chair (Board Approval)