



Boys and Girls Clubs of Puerto Rico Drug and Alcohol-Free Place Policy

Boys & Girls Clubs of Puerto Rico is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The illegal or improper use of drugs, including marijuana, controlled substances, or alcohol in the workplace, poses a danger to everyone. The organization also has a duty to comply with the requirements of the Federal Drug-Free Workplaces Act of 1988 and the Federal Drug-Free Communities and Schools Act of 1989.

1. Employees are prohibited from reporting to work or working under the influence of alcohol and/or illegal or unauthorized drugs.
2. Employees are prohibited from reporting to work or work when the employee is using legal drugs; Exceptions may be made in accordance with state law when the use is made pursuant to a physician's orders and the physician has informed the employee that the substance does not adversely affect the employee's ability to perform his or her job duties safely. Employees who use any legal drug that may affect safety or job performance are responsible for notifying the Human Resources Department so that job performance or reasonable accommodation can be determined. An employee may not be permitted to perform his or her job duties unless such a determination has been made or reasonable accommodation has been made.
3. Employees are prohibited from engaging in the illegal or unauthorized manufacture, distribution, dispensation, sale, or possession of illegal drugs and alcohol in the workplace, including on the organization's paid time, on the organization's premises, in the organization's vehicles, or while participating in activities of the organization.

4. The Organization shall require a candidate for employment, who has been made an offer of employment, to submit to and pass the test for controlled substances as part of a general physical examination, as a condition of such offer of employment.
5. The Organization, from time to time, and as part of a campaign to make employees aware of its intent to keep the Organization free of controlled substances, will offer voluntary, required or lottery, controlled substance testing to all of its employees and/or individualized as detailed in the "BGCPR Employee Handbook" in its "Policy for Keeping the Organization Free of Drugs or Controlled Substances and Alcohol."
6. Employees must notify their supervisor and/or Club management no later than five (5) days of any criminal drug or alcohol violations. The organization will determine the relevant consequences as detailed in the "BGCPR Employee Handbook" in its section "Policy to Keep the Organization Free of Drugs or Controlled Substances and Alcohol".
7. When an employee voluntarily informs the Human Resources Department that he or she has a drug or controlled substance use problem, the Organization will give him or her the opportunity to remain as an employee if he or she commits in writing to the rehabilitation process detailed in the "BGCPR Employee Handbook" in its "Policy for Keeping the Organization Free of Drugs or Controlled Substances and Alcohol" section of Responsibilities, paragraph 4.
8. Employment in the organization is conditional on full compliance with the above drug- and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, which may include dismissal.

Boys & Girls Clubs of Puerto Rico 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, inspection of offices or desks assigned by the organization or other suspected areas of concealment when the organization has reasonable suspicion to believe that the employee has violated this policy.

Reasonable Suspicion

Staff and/or volunteers must immediately notify Club management of any action by an employee or volunteer that demonstrates an unusual pattern of behavior that suggests they are under the influence of drugs or alcohol. Club management will determine whether the employee must be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol must leave the premises.

Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior that suggest employees or volunteers are under the influence of drugs or alcohol include, but are not limited to:

- Odors
- Movements (unsteady, restless, dizzy)
- Eyes (dilated, reddish, or watery eyes or involuntary eye movements)
- Face (flushed, sweaty, confused, or blank eyes)
- Speech (slurred speech, slow, distracted mid-thought, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, sleepy)
- Actions (yawning, spasms)
- Inactions (asleep, unconscious, unresponsive to questions)

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

- Repeatedly calling to say you are sick
- Being absent directly before or after holidays and weekends
- Repeatedly damaging inventory or failing to meet reasonable work schedules
- Being involved in frequent accidents that may be related to drug or other substance use

SMOKE-FREE WORK AREA

It is the policy of the Organization to maintain a work environment free of risks to the health and safety of leaders. Smoking in the workplace can negatively affect members, employees, and volunteers. Consequently, tobacco consumption is restricted in all its facilities. Smoking is defined as the use of any product that contains tobacco, including cigarettes, cigars, and pipes, as well as the use of e-cigarettes and vaporizers. For these purposes, smoking is not allowed inside the building, including offices, corridors, stairs and bathrooms. A smoke-free building is one in which smoking is prohibited in any indoor space. Smoking is also not allowed in the designated food areas, or in the surroundings of the Club. In addition, no one can smoke within 25 feet of the Club grounds and/or Administration Offices.

The smoking policy applies to employees, volunteers, and members while on the Club premises or during Club activities (on-site or off-site). A leader who violates this policy will be subject to disciplinary action, up to and including suspension of employment and pay, up to permanent termination of employment.