



## Friendly Pines Camp Drugs & Alcohol Policy

To ensure a safe and productive work environment, Friendly Pines (the "Camp") prohibits the use, sale, manufacture, distribution, or possession of alcohol (except as part of business operations), drugs, controlled substances, medical or recreational marijuana, or drug paraphernalia on any Camp premises or work sites. This prohibition includes Camp-owned vehicles, or personal vehicles being used for Camp business or parked on Camp property. Additionally, the Camp may take disciplinary action, including discharge, for the illegal or prohibited off-duty use, sale, manufacture, distribution, or possession of drugs and controlled substances and the illegal use or distribution of alcohol. Note that all compensated employees are subject to this Policy.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug and alcohol testing. Additionally, employees including authorized medical marijuana cardholders, are prohibited from working when under the influence of or impaired by marijuana. Employees holding a medical marijuana card should disclose that fact to Management immediately. Such disclosures will be kept confidential to the extent possible.

When an employee must take prescription or over-the counter drugs, the employee must ask the medical professional or pharmacist if the drug has any side effects that may impair the employee's ability to safely and productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to the supervisor. With input from the employee, the Camp will determine if the employee should work in his regular job, be temporarily assigned to another job, or placed off work.

Drug and alcohol testing is an important element in the Camp's efforts to ensure a safe and productive work environment. The Camp undertakes testing in the following situations and under the following conditions:

- **Conditional Offerees**

Conditional offerees will be subjected to drug and alcohol testing. Conditional offerees must report for testing within 24 hours of notification by the Camp. Samples will be required from conditional offerees and they will also be required to present reliable individual identification when providing their samples.

- **Reasonable Suspicion Testing**

The Camp may require employees to submit to a drug and/or alcohol test to determine the presence of alcohol or drugs, or the improper use of prescription drugs, where the Camp has reason to suspect that an employee may be under the influence of and/or impaired by alcohol or drugs.

Reasonable suspicion could be established by, for example, an employee's error that may have been the cause of an accident, injury or property damage while on Camp time, and/or based upon current, specific observations of an employee's behavior, bodily odors, appearance, speech or actions.

- **Post-Incident Testing**

The Camp may require drug and/or alcohol testing for any employee who suffers a job-related injury that necessitates a call to the Camp's medical services provider. All testing must occur within 24 hours of receipt of testing site directions. Failure to undergo testing within this time period (unless prevented from doing so by testing facility closure) may lead to termination.

- **Random Testing**

The Camp may require employees to submit to a drug and/or alcohol test to determine the presence of alcohol or drugs, or the improper use of prescription drugs, on an unannounced, random basis. For this type of testing, the Camp will randomly select employees to be sent for testing on a neutral-selection basis, and employees must comply with the testing request as required by the Camp.

Testing will normally occur during, or immediately before or after, a regular work period. The time for testing and transportation to and from the testing facility is considered work time and employees will be paid their normal hourly rate during the testing and travel time. The Camp will require the employee being tested to be driven to and from the testing facility, either by a supervisor or other designated employee or by taking a cab for which the Camp will pay.

### **Refusal to Test**

A conditional offeree who refuses to submit to a drug test or an alcohol impairment test will not be considered for employment and his or her offer of employment may be rescinded. An employee who refuses to submit to a drug and/or alcohol test when required by this policy will be subject to termination. Attempts to adulterate, substitute, dilute, tamper with, or otherwise evade the testing process will be treated as a refusal to test.

### **Cost of Testing**

The Camp will pay for all drug and alcohol testing it requests or requires.

### **Testing Procedures**

Only laboratories that are properly approved to conduct drug and alcohol testing by the U.S. Department of Health and Human Services, the College of American Pathologists or the Arizona Department of Health Services will test specimens.

Professional personnel will privately collect urine, breath, hair, blood, and/or other specimens. In the absence of a reasonable suspicion that the employee will alter or substitute a urine specimen, the collection personnel will not directly observe the collection of the urine specimen. Specimens will be tested only for the presence of alcohol, illegal drugs (a drug that is unlawful to use or possess under federal, state or local law), and their metabolites.

The Camp will rely only on positive initial screening test results that also have been confirmed by methods of confirmatory analysis provided for by the U.S. Department of Health and Human

Services, the College of American Pathologists, or the Arizona Department of Health Services ("confirmatory test").

### **Suspensions Pending Test Results**

Employees who are required to undergo drug and/or alcohol testing under this policy may be temporarily suspended pending receipt of test results and written explanations. If an employee is suspended and the final confirmatory test result is negative, the employee will be reinstated immediately as long as there are no other policy or procedures violations.

### **Test Result Reports**

The Camp or its designee will promptly communicate test results to the tested employees. Tested employees have the right, upon request, to obtain the written results of their test and the right, upon request, to an explanation of a positive test result in a confidential setting. If the laboratory result is a confirmed positive and the individual does not provide an acceptable explanation of a legitimate use of the controlled substance or a legitimate reason why alcohol is present, the employee may be terminated; the employee may be referred for treatment or rehabilitation; follow-up testing may be required at the Camp's direction; and/or other personnel action may be taken. All testing results will remain confidential. The Camp will not disclose test results to third parties except as authorized by the employee or as authorized, permitted, or required by applicable law. Only other employees with a business need to know will be made aware of the test results within the Camp.

Any violation of this policy may result in disciplinary action up to and including termination.

### **Voluntary Self-Identification**

Employees will not be subject to termination for voluntarily self-identifying as affected by substance abuse or for seeking assistance or substance abuse treatment. An employee may self-identify after being selected for testing, but may not avoid discipline for violating this Policy by seeking this assistance after a test has been administered. Self-identification may be to any member of Management.

## ACKNOWLEDGMENT

I hereby acknowledge that I have received the Camp's Drug and Alcohol Testing Policy, that I have read and fully understand its contents, that I understand I may be subjected to drug and alcohol testing, and that I may be disciplined, up to and including discharge, for using drugs or alcohol and/or otherwise violating the Policy.

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Employee Name (Printed):

Employee Signature:

Dated: