

## YMCA OF THE ROCKIES EMPLOYEE DRUG AND ALCOHOL POLICY TEST POLICY

Effective May 3, 2022, this amended Drug & Alcohol Policy is on trial for long-term application. An evaluation of the changes to previous policies that expands the allowance of alcohol by seasonal staff and volunteers in staff housing will be ongoing. This trial is subject to change at the discretion of the President/CEO.

YMCA of the Rockies is committed to safe, healthy, wholesome, and productive working and living environments for its staff, volunteers, and guests. To help promote these values, the YMCA of the Rockies has instituted this drug and alcohol policy. Staff and volunteers who fail to follow this policy are subject to disciplinary action up to and including termination.

YMCA of the Rockies prohibits employees and volunteers from engaging in the use, sale, distribution, manufacture, cultivation, or possession of drugs, drug containers, paraphernalia, derivatives, or controlled substances on YMCA premises. The acquisition or physical presence of a medical marijuana authorization card does not alter or affect this policy in any way. Any illegal use of drugs or controlled substances (including marijuana) by any employee or volunteer of YMCA of the Rockies, regardless of the location or circumstances, will not be tolerated. An employee or volunteer shall not report to work, be at work, or be involved in the operation of any YMCA equipment or vehicle with ANY detectable amount of illegal drugs, or controlled substance(s) in the employee's system. Employees or volunteers who must use a medically prescribed or over-the-counter drug that may adversely affect their ability to perform work safely must notify their manager before starting work. The employee or volunteer must have a doctor's permission to work under such a prescribed drug.

YMCA of the Rockies staff and volunteers are not permitted to consume alcohol while they are working or before any shift. For staff and volunteers staying at the Camp Chief Ouray (CCO) overnight camp facility during overnight camp training and operations, alcohol will not be allowed at any point in your room, any of the buildings, or on the overnight camp facility (we are in charge of child safety in lieu of parents). For CCO staff and volunteers staying in other Snow Mountain Ranch housing, the alcohol policy applies as it does to all other YMCA of the Rockies employees

Snow Mountain Ranch, Estes Park Center and Executive Office staff and volunteers age 21 and older may consume alcoholic beverages only in private dorm rooms within staff housing. Alcohol may not be consumed anywhere else on the property including in any staff housing public area such as lobbies or hallways. As interpreted by management, excessive alcohol use, violations of housing policies, and inappropriate behavior will not be tolerated. Quiet hours of 11 pm to 7 am are strictly enforced. As a representative of the YMCA of the Rockies, staff and volunteers must maintain appropriate behavior at all times, even when they are not working, and should not appear impaired at any time. Under no circumstances may staff or volunteers under 21 years of age possess or consume alcoholic beverages on YMCA property. Additionally, staff or volunteers age 21 or older who supply alcoholic beverages to an underage staff member or volunteer will be terminated immediately and subject to law enforcement involvement. Any alcohol must be kept in your staff room or private vehicle and may not be visible to guests at any time.

YMCA of the Rockies will conduct drug and alcohol testing for 1) reasonable suspicion, 2) on-the-job injury, and 3) YMCA vehicle accident.

### 1) Reasonable Suspicion

If there is reasonable suspicion that an employee or volunteer has used an illegal drug or is under the apparent influence of alcohol at work, the employee or volunteer will be asked by management to submit to immediate testing for the presence of drugs and/or alcohol. Refusal to cooperate in such testing is grounds for immediate termination of employment or volunteer status and eviction from YMCA property. If there is reason to suspect the presence of drugs or alcohol, the management may search any area of the YMCA premises, including the personal property of the employee or volunteer. Personal property could include purses, backpacks, cars, etc. Refusal to cooperate in such searches is grounds for immediate termination.

Reasonable suspicion may include, but not be limited to, the following:

- a) Reports of drug or alcohol use from police, YMCA members, guests, other employees, or volunteers; or
- b) Specific, personal and articulable observations concerning the appearance, behavior, speech, or performance of the employee; or
- c) Violation of a safety rule, or another unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
- d) Other physical, circumstantial, or contemporaneous indicators of impairment; or
- e) Statements or conversations, which directly or indirectly suggest that the employee or volunteer has or will violate drug or alcohol policies.

### 2) On-The-Job Injury

Any staff member or volunteer who is involved in an injury while on the job or volunteering, and needs medical attention, or who has lost work or volunteer time due to an on-the-job injury will be required to submit to a drug and alcohol test as soon after the accident as is feasible.

### 3) YMCA Vehicle Accident

Any employee or volunteer who is driving a YMCA vehicle that is involved in an accident will be required to submit to a drug and alcohol test as soon after the accident as is feasible.

The cost of the test will be paid for by the YMCA. Employees will be paid for time spent in alcohol or drug testing. Any efforts to falsify any test samples, including the use of masking agents will result in immediate termination of all employees or volunteers involved.

Management, as used in this specific policy, includes Human Resources Directors, General Managers, Vice