



## Drug and Alcohol Free Workplace

Policy Number	HR 032
Policy Owner	Human Resources
CEO Approval	02/01/2011
Effective Date	03/01/2011
Last Updated	04/01/2013
Reference	

**Purpose:** To define the YMCA of Metropolitan Chicago (Y) as drug and alcohol free workplace.

**Scope:** Association-wide.

**Policy:** The Y is committed to maintaining a drug-free workplace to protect its employees and the youth, families and individuals served by the Y. An employee or volunteer may not use, possess, dispense, distribute or manufacture illegal drugs in any Y workplace, including while on Y premises, during work hours or while conducting Y business (including travel). An employee may not report to work under the influence of illegal drugs.

As a general condition of employment and as an express condition of employment on a federal grant or contract, you must abide by the terms of the drug-free workplace policy. If you are convicted of a criminal drug statute violation, you must notify the Senior Vice President of Human Resources within five days of your conviction. The Y will take appropriate disciplinary action up to and including termination, which will vary as determined by management. Disciplinary action could include satisfactory participation in an approved drug abuse assistance or rehabilitation program. The Association has adopted a drug-free workplace policy, the text of which is available to all employees in every branch location. Employees are strongly encouraged to seek and obtain assistance for substance abuse problems as described in **Appendix B**.

### Roles & Responsibilities:

1. Implementation – Human Resources must ensure that all staff is aware of the policy.
2. Training – Human Resources must ensure that all staff is trained on the policy.
3. Enforcement – Human Resources must ensure that all staff complies with the policy.

### Appendix B: Procedures



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### **Appendix B: Procedures**

The Y is committed to maintaining an alcohol- and drug-free environment. This is particularly important since many employees are responsible for the safety and welfare of youth. Therefore, as a YMCA employee, you should use good judgment, keeping in mind the Y's need to maintain its reputation in the community.

All employees are strictly prohibited from the manufacture, distribution, dispensation, possessions, sale, use or being under the influence of an illegal controlled substance during working hours or when on Association property or worksites.

Use of any controlled substance (legal or illegal drugs and/or alcohol) is prohibited at any time to the extent it impairs the employee's ability to perform their job or affects the safety of others and/or negatively impacts the Association's reputation, in the opinion of the branch executive or President/CEO.

Consumption of alcohol is prohibited during working hours except on officially sanctioned occasions held at non-YMCA locations. However, excessive use or abuse during officially sanctioned events may result in disciplinary actions.

The Y wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program may be given unpaid time off to participate in the program, unless it would result in an undue hardship to provide the time off. The leave will be subject to the same provisions and rules that apply to FMLA.

Employees may be required to submit to drug and/or alcohol tests when there is reasonable suspicion of substance abuse or post-accidents. Any cases of reasonable suspicion must be reported to the Senior Vice President of Human Resources or Director of Employee Relations and Training for approval before requiring the employee to submit to a drug and/or alcohol screen.

The Y will make reasonable efforts to deal with all information regarding drug testing and requests for assistance in a confidential manner.



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Employees who violate any aspect of this drug and alcohol policy are subject to disciplinary action, up to and including termination from the Association.