# DRUG AND ALCOHOL-FREE WORKPLACE POLICY & PROCEDURES

Effective Date: 3/16/2026
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Primary contact: CEO

## POLICY

The Boys & Girls Clubs of Chaves and Lincoln Counties (BGCCLC) is committed to maintaining a safe, healthy, and productive environment for members, staff, volunteers, and visitors. Because BGCCLC serves youth and receives federal funding, the organization must maintain a drug-free workplace and ensure that employees and volunteers are able to perform their duties safely and responsibly.

BGCCLC complies with the Drug-Free Workplace Act of 1988 and prohibits the unlawful use, possession, distribution, or sale of drugs and alcohol while conducting Club business or while on Club property.

Although marijuana may be legal under the laws of the State of New Mexico, it remains classified as a Schedule I controlled substance under federal law. Because BGCCLC receives federal funding and is affiliated with Boys & Girls Clubs of America, the organization must comply with federal drug-free workplace requirements.

Employees and volunteers are therefore prohibited from using, possessing, or being under the influence of marijuana or other controlled substances while performing Club duties or while on Club property, regardless of whether such use is permitted under state law.

Employees may not report to work or remain at work while impaired by marijuana, alcohol, illegal drugs, or any substance that affects their ability to safely perform their job duties.

Violations of this policy may result in disciplinary action in accordance with organizational policies.

## 1. DEFINITION OF IMPAIRMENT

Impairment may include, but is not limited to:

- slowed reaction time
- inability to safely supervise members
- poor coordination or balance
- slurred speech
- unusual behavior or confusion
- odor of alcohol or marijuana combined with observable impairment

If impairment is suspected, leadership may remove the employee from duty until the situation is evaluated.

## 2. PROHIBITED CONDUCT

Employees and volunteers are prohibited from:

- being under the influence of alcohol while working
- being under the influence of illegal drugs while working
- using or possessing marijuana while performing Club duties
- possessing, using, distributing, or selling illegal drugs on Club property
- consuming alcohol or drugs while supervising members
- consuming alcohol or drugs during Club programs, activities, field trips, or transportation of members
- reporting to work while impaired by drugs, alcohol, or any substance that affects their ability to safely perform their duties

Employees and volunteers who appear impaired or unable to safely supervise members will be immediately removed from member supervision until the situation can be evaluated by Club leadership.

## 3. SMOKING

Boys & Girls Clubs of Chaves and Lincoln Counties will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a safe and healthy environment for members, employees, volunteers, and visitors.

Smoking in the workplace can adversely affect the health, safety, and well-being of members, employees, and volunteers. Accordingly, smoking is prohibited at all Boys & Girls Clubs of Chaves and Lincoln Counties facilities and properties.

For the purposes of this policy, smoking is defined as the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes), vaping devices, or vaporizers.

Smoking is prohibited on all Boys & Girls Clubs of Chaves and Lincoln Counties property and during all Club programs or activities. This policy applies to employees, volunteers, members, and visitors while on Club premises or while participating in Club-sponsored activities, whether on-site or off-site.

Tobacco products, vaping devices, and related paraphernalia may not be used, stored, or visible on Club property or during Club activities.

## 4. ALCOHOL AT FUNDRAISING OR OFF-SITE EVENTS

Alcohol may be served at certain BGCCLC fundraising events or community events when approved in advance by the CEO and when such service is lawful.

When alcohol is present at an approved event:

- Employees and volunteers must conduct themselves in a professional manner.
- Employees and volunteers must not become impaired or consume alcohol in a manner that affects their ability to represent the organization appropriately.
- Employees and volunteers may not supervise members or youth participants while consuming alcohol.
- Alcohol may not be consumed in areas where youth programming is occurring.
- Employees and volunteers responsible for supervising members must not consume alcohol during the event.

Employees and volunteers attending fundraising or community events where alcohol is served remain subject to the standards of conduct outlined in this policy.

## 5. PERSCRIPTION AND OVER-THE-COUNTER MEDICATION

Employees and volunteers are prohibited from reporting to work or performing Club duties while using any legal drug that impairs their ability to safely perform their responsibilities.

Employees and volunteers may use prescription medication or other legal drugs while working only when the use is pursuant to a doctor's orders and the prescribing physician has advised that the medication does not adversely affect the individual's ability to safely perform job duties.

Employees who are using prescription or over-the-counter medications that may impair their ability to safely perform their job duties must notify their supervisor or the CEO. Employees may not work or supervise members if medication impairs their ability to safely perform their responsibilities.

Because the Boys & Girls Clubs of Chaves and Lincoln Counties receives federal funding, the organization complies with all applicable federal laws and regulations regarding drugs and alcohol.

## 6. REASONABLE SUSPICION

Staff and volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they may be under the influence of drugs or alcohol.

Club leadership will determine whether the employee or volunteer should 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 will be required to leave the premises.

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

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, 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)
- Inactions (sleeping, unconscious, or 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 or weekends
- Repeatedly damaging inventory or failing to meet reasonable work schedules
- Being involved in frequent accidents that may be related to the use of drugs or other substances

Club leadership will document observations related to reasonable suspicion and take appropriate action to ensure the safety of members, staff, and visitors.

## 7. DRUG TESTING

Staff and volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they may be under the influence of drugs or alcohol.

Club leadership will determine whether the employee or volunteer should 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 will be required to leave the premises.

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## 8. ARREST AND CONVICTION REPORTING REQUIREMENTS

Staff and volunteers must notify the CEO or designated leadership within five (5) calendar days if they are arrested for, charged with, or convicted of any drug-related offense or any offense that may affect their ability to safely perform their job duties or supervise members.

Employees working under federal grants must also comply with reporting requirements under the Drug-Free Workplace Act of 1988, which requires notification of criminal drug statute convictions occurring in the workplace.

Failure to report such arrests or convictions may result in disciplinary action up to and including termination.

## 9. **VIOLATIONS AND DISCIPLINARY ACTION**

Violation of this policy may result in disciplinary action up to and including:

- suspension
- removal from duty
- termination of employment or volunteer service

Certain violations that place members at risk may result in immediate termination.

## 10. **STAFF AND VOLUNTEER ASSISTANCE**

Staff and Volunteers experiencing substance abuse issues are encouraged to seek assistance before workplace performance problems occur.

Requests for assistance will be handled confidentially to the extent possible and in accordance with applicable policies and laws.