

## Nevada Outdoor School

### Drug-free Workplace Policy

As a condition of employment each employee shall abide by the terms of Nevada Outdoor School's policy respecting a drug-free workplace. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance while in the workplace. Employee in this document will refer to both staff and AmeriCorps National Service Members.

"Workplace" includes any Nevada Outdoor School building or any Nevada Outdoor School premises; any Nevada Outdoor School-owned vehicle or any other Nevada Outdoor School-approved vehicle used to transport volunteers and staff to and from Nevada Outdoor School buildings, Programs, Project sites and activities; off Nevada Outdoor School property during any Nevada Outdoor School-sponsored or Nevada Outdoor School-approved activity, event or function, such as a volunteer, AmeriCorps or education program event, where volunteers and staff are under the liability of Nevada Outdoor School.

Any prescription drug an employee is taking which may impair his or her ability to operate a vehicle or other equipment must be declared to his or her supervisor along with a valid prescription.

An employee must notify his or her supervisor no later than 5 days after his or her conviction under any criminal drug statute or alcohol related offense.

Compliance with these standards is mandatory. In order to ultimately ensure the health and safety of our employees and compliance with this policy, employees may be asked to submit a sample for drug testing at any of the following times: pre-employment, after any accident or property damage or due to suspicion of use.

Refusal to submit for a test will be regarded as a positive test.

Any employee who violates the terms of this policy will be subject to disciplinary action which may include suspension, termination, or non-renewal in accordance with the provisions of board policy, state law, and/or any applicable collective bargaining agreements.

As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the Board of Directors, at the employee's expense. Information about drug and alcohol counseling, rehabilitation, and re-entry programs are available to employees through New Frontier in Fallon or Silver Sage Counseling from the Vitality Center in Elko. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does Nevada Outdoor School incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

**Alcohol Exceptions:** Nevada Outdoor School recognizes that by nature of our industry, our staff and volunteers may at times be in attendance at galas, dinners, conferences or other events where alcohol is served. It is not the intention of this policy to exclude our people from enjoyment of these events. Therefore, certain exceptions may be made by the Executive Director so that alcoholic beverages are permitted for consumption. There are still however, several, restrictions in these instances. Alcohol must be consumed responsibly and in moderation while representing Nevada Outdoor School. Alcohol may not be consumed until after delivery of any service activities. Alcohol may not be consumed or stored in any Nevada Outdoor School vehicles. Operation of a NOS vehicle or any vehicle while representing NOS under the influence of Alcohol is grounds

for termination. Alcohol may not be consumed or served to anyone who is not of legal age. Under no circumstance, alcohol related or not, will inappropriate behavior be tolerated at NOS events.

By reading this policy, and initialing the policy check list, you acknowledge Nevada Outdoor School's commitment to a drug free work environment and the fact that you may be tested for illegal drugs or alcohol as a condition of employment.