

McLean Youth Soccer Association

DRUG FREE WORKPLACE POLICY

I. OBJECTIVE

This policy establishes guidelines to provide a safe, healthy and secure work environment for employees, volunteers, and other individuals doing business with McLean Youth Soccer Association (the "Club").

II. SCOPE OF POLICY

All individuals are subject to this policy while they are performing work for the Club or working with the Club's members or agents on Club business.

III. PROCEDURES

It is the policy of the Club, to strictly prohibit the manufacture, distribution, dispensing, possession, use and/or sale of a controlled substance, including any of the following items by any individuals while performing work for the Club:

- Illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) and any other chemical substances that may affect an individual's mood, senses, responses, motor functions or alter or affect a person's perception, performance, judgment, reactions or senses.
- Prescription or over-the-counter drugs that may adversely influence performance or behavior when taken in prescribed quantities.
- Drug-related paraphernalia.
- Unless specifically authorized by the Club and applicable law, the carrying, use or possession of the following items is also prohibited while performing Club business:
 - Firearms, explosives, fireworks or ammunition.
 - Alcohol or intoxicating beverages, with the exception of Club-sponsored events approved by the Chairman of the Board.

It is also the policy of the Club to strictly prohibit employees and others working on Club business from reporting to work or working under the influence of detectable levels of unauthorized or illegal drugs and/or alcoholic beverages.

IV. DEFINITIONS

Area testing is the testing of all covered persons present at a location or in a geographic area.

Covered persons are all persons who are in facilities or on property owned, controlled or operated by the Club or persons performing club business.

Club doctor is any licensed physician designated by the Club to act on its behalf. The Club doctor will review any positive laboratory results generated by the Club's drug testing plan and assist the Club in interpreting the results on the drug test.

Drug-related paraphernalia is any material or equipment used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body any illegal or unauthorized drugs covered by this policy.

Drugs, for the purposes of this policy, include alcohol, legal and illegal controlled substances, narcotics, hallucinogens, depressants, stimulants, inhalants and other substances capable of creating

or maintaining effects on one's physical, emotional or mental state, such as marijuana, cocaine, opiates, phencyclidine and amphetamines. Any such drugs may be included in the testing program.

Illegal drugs are drugs for which the use, sale or possession is prohibited by law.

V. TESTING PROGRAM

To meet the objectives of this policy, the Club will maintain a drug-testing program that includes the following.

- Notification.

The testing program was implemented and has been in effect since November 2, 2010.

- For-cause testing.

When a Club supervisor or other Club official observes behavior or performance problems that could adversely affect an individual's personal safety or the personal safety of others, the club supervisor or official will notify the Chairman of the Board of Directors to determine whether a drug test for cause should be conducted.

If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause.

- Post-accident testing.

The Club may require a post-accident drug test of all covered persons near the scene following an on-the-job accident or incident. Covered persons may be suspended with pay until a full evaluation has taken place and an appropriate course of action is determined.

- Area testing.

The Club may also conduct an area test. An area test may be used where there is an indication that drugs may be in use or there is a potential for damage caused by drug use.

- Confirmation test.

1. A confirmation test will be conducted on every positive test result before the testing laboratory notifies the Club. A confirmation test is a test conducted with greater sensitivity for the identification and level of any drug (except alcohol) present in the original sample provided.

2. Testing for alcohol generally will be through a calibrated breath scan instrument by a person trained in the calibration and operation of the instrument. If the instrument detects a blood alcohol level greater than .02, the employee will be tested again 15 minutes later. If the second test also detects a blood alcohol level greater than .02, the employee will be considered impaired.

3. The effects of the various blood alcohol levels are:

a) An alcohol test of .02 but less than .08 will result in removal from the work site for 24 hours and a minimum of a one-day suspension without pay.

b) An alcohol test at .08 or above will be considered a drug test failure with discipline to be determined on a case-by-case basis.

Nothing in this policy limits the Club's rights to determine what disciplinary action, including termination, is appropriate in the event any level of alcohol is found.

- Testing laboratory.

All drug tests will be analyzed by a laboratory certified by the National Institute on Drug Abuse under the U.S. Department of Health and Human Services.

- Testing procedures.

1. If an employee's drug test result is confirmed to be positive (in excess of the levels established by applicable federal or state regulations or Club standards), the testing laboratory will notify the Club of the test result.

2. The Club doctor or other Club representative may contact the employee to determine whether there is a legitimate explanation for the confirmed positive test result.

3. Only those persons with a "need to know" will be provided information regarding a drug test and/or its results, consequences and status.

Nothing in these procedures or this policy in any way limits the Club's right to take disciplinary action, including termination, as a result of a confirmed positive drug test of an employee.

- Refusal to test.

Any individual refusing to be tested will be deemed to have failed the drug test and will be removed from Club activities. Employees will be subject to disciplinary action, up to and including termination of employment.

VI. MANDATED DRUG TESTING

Federal law and regulations require specific drug testing for certain categories of employees. The Club will comply with all such federally mandated testing, including conducting:

- For cause.
- Post-accident testing.

VII. GENERAL PRACTICES

Club and management responsibility:

Every supervisor is required to provide a safe and effective working environment and to support the well being of each employee through awareness and communications.

Disciplinary action:

Employees violating this policy will be subject to disciplinary action up to and including termination. Under this policy, all such disciplinary action, other than a temporary, indefinite or paid leave of absence, requires joint review and approval before implementation by Officers of the Club empowered by the Board of Directors to act.

Employees charged with or convicted of an unlawful drug activity:

Any employee who is convicted of an activity involving an illegal drug either on or off Club duty is in violation of this policy. Any employee who is convicted under a criminal drug statute must notify the Club's Travel Director in writing of such conviction no later than five calendar days after the conviction. In deciding what disciplinary action to take, the Club may take into consideration:

- The nature of the offense charged.

- The safety requirements of the employee's present job assignment.
- The employee's record with the Club.
- The employee's statement of facts.
- The disposition of the charge.
- The impact of the offense on the Club and other relevant factors.

The Club may take disciplinary action before and/or after final disposition of the charges.

Medication:

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, the Club will make reasonable efforts to accommodate the limitation. The employee may be subject to unpaid leave of absence.

On-the-job drug use, sale, possession or distribution:

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while performing Club-related duties is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

The moderate use of alcohol at Club sponsored events is not prohibited by this policy.

Limitation:

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy then to the minimum extent necessary this policy is deemed to be amended to be in compliance.