



THE MANDEL JEWISH COMMUNITY CENTER OF CLEVELAND CAMP WISE DRUG AND ALCOHOL FREE WORKPLACE POLICY

PLEASE READ CAREFULLY, SIGN AND RETURN THE ACKNOWLEDGEMENT AND
KEEP THIS DOCUMENT FOR YOUR RECORDS

STATEMENT OF POLICY

The Campø services and its environment, including specifically the conduct of its staff member employees, affect the health, safety and well-being of the children campers placed in the Campø and staff membersø care. The Camp is committed to providing and maintaining a safe and secure residential camp environment and staff work environment that serves the best interests of the health, safety and well-being of its campers, as well as the Campø staff members.

Consistent with its objectives, the Camp maintains a drug-free environment, and the Camp is a dry facility during the Campø season, including specifically while campers are on the premises. These drug and alcohol free policies reflect the Campø øzero toleranceø of the possession, use or abuse of illegal drugs or alcohol in any manner.

Any staff memberø possession, use, or being under the influence of a drug or alcohol at any time while at the Camp or at any time while engaged in an activity related to the Camp, the campers or the staff memberø services, poses a serious safety and health risk to campers, other staff and the Camp. The Campø policies regarding alcohol and drugs are contained in this Agreement and in the Campø Standards and Policies incorporated into the Staff Contract. They are intended to insure that the Camp meets its obligations to our campers, other staff, campersø parents, the Camp, the MJCC and the public. To that end, Camp Wise has established and maintains these alcohol and drug-free conduct and work place policies and procedures (these øPoliciesø).

No staff member will possess, sell, trade or dispense, or offer to sell, trade or dispense, any alcohol or any illegal or legal drug, and will not engage in the use and/or be under the influence of alcohol or any illegal drug, or engage in the illegal use of any legal drug, at any time while at the Camp or at any time while engaged in an activity related to the Camp, the campers or the performance of the staff memberø services at the Camp or at any other location, including when returning from any time off.

1. **Impairment.** It is a violation of these Policies for a staff member to work or report to work under the influence of, or to be impaired in any way by, any alcohol or drug, whether it is

legal or otherwise, at any time while at the Camp or at any time while engaged in an activity related to the Camp, the campers or the staff member's services. If a staff member is using medically authorized drugs or other substances which may impair his/her judgment or performance, the staff member shall provide the Camp Director written medical authorization from the staff member's physician to possess and work while using such drug or substance. Such medical authorization must be submitted to the Camp Director before the staff member begins his/her contracted period of employment. A failure to report the use of such legal drugs or other substances and to provide proper medical authorization for such possession and use before the staff member begins his/her contracted period of employment will result in disciplinary action, including termination of employment.

2. **Possession or Use of Alcohol.** It is a violation of these Policies for a staff member to possess, use or be under the influence of alcohol at any time while at the Camp or at any time while engaged in an activity related to the Camp, the campers or the staff member's services, including before or when a staff member returns from any time off. The Camp's staff workplace includes the Camp's site and any location where Camp and/or camper-related services are being performed.

3. **Possession, Use or Sale of Drugs.** It is a violation of these Policies for any staff member to possess, sell, trade or dispense, or offer to sell, trade or dispense, any illegal or legal drug, or to engage in the use and/or be under the influence of any illegal drug, or engage in the illegal use of any legal drug, at any time while at the Camp or at any time while engaged in an activity related to the Camp, the campers or the staff member's services, including before or when returning from any time off. The Camp's staff workplace includes the Camp's site and any location where Camp and/or camper-related services are being performed.

VIOLATION OF POLICY

Any violation of any portion(s) of these Policies will subject a staff member to disciplinary action, including immediate termination of employment and dismissal from the Camp premises.

ALCOHOL/DRUG TESTING POLICY AND PROCEDURE

Staff members of the Camp are subject to testing for alcohol and/or drug use or abuse under the terms outlined below. Any staff member who refuses to submit to testing under these terms and conditions will be immediately terminated. The Camp, in conjunction with the MJCC, will retain and utilize a testing organization or service to conduct any or all of the alcohol or drug testing or screening and related procedures set forth in these Policies.

If a staff member submits to testing and the testing organization informs the Camp Director that it has determined there is evidence that suggests the staff member provided an altered or substituted specimen, the staff member will be asked to provide a second specimen as soon as possible and a record will be made of the reason for collection of the second specimen. If such staff member refuses or fails to provide a second specimen within the requested time period, such staff member's employment will be immediately terminated.

1. **Reasonable Suspicion.** If the Camp Director determines that a staff member is found on the Camp's property (including when returning from any time off), or at any location where Camp and/or camper-related services are being performed, to appear to be under the influence of

alcohol or drugs to any extent or in possession of alcohol or an illegal drug, the Camp Director reserves the right (a) to require that the staff member immediately submit to an alcohol or drug

test or screen, including a breathalyzer or (b) to immediately terminate the staff member's employment without requiring that the staff member submit to such a test or screen. The Camp Director's determination that a staff member appears to be under the influence of alcohol or drugs does not require that the staff member be tested for alcohol or drugs.

If the Camp Director reasonably suspects that more than one staff member is engaged in the use, sale or distribution of alcohol, an illegal drug or the illegal use of a legal drug in violation of these Policies, whether or not such determination of the Camp Director pertains to a particular staff member appearing to be under the influence or in the possession of alcohol or drugs as set forth immediately above, the Camp Director and/or the MJCC will initiate mandatory random drug and/or alcohol testing on an unannounced basis, at times as determined by the Camp Director and/or the MJCC. All staff members will be subject to such random testing, regardless of whether the staff member may have been previously tested.

A staff member's refusal to submit to, or non-compliance with, a requested test or screen, will result in immediate termination of employment and dismissal from the Camp.

2. **Post-Accident/Injury Testing.** Any staff member involved in an on-the-job incident resulting in an injury to that individual, a fellow staff member, any camper or the public, or which results in damage to equipment or property, may be required by the Camp Director and/or the MJCC to submit to an alcohol and/or drug test or screen. Any staff member's refusal to submit to, or non-compliance with, a requested test or screen, will result in immediate termination of employment.

3. **Positive Test Results.** Any staff member who fails to comply with and/or who tests positive under any of the within Policies will be immediately terminated and dismissed from the Camp premises.



CAMP WISE DRUG AND ALCOHOL FREE WORKPLACE POLICY ACKNOWLEDGMENT

I agree to accept the staff position of _____ with Camp Wise, the residential camp of The Mandel Jewish Community Center of Cleveland, for the 2009 camp season, on the terms and conditions of my 2009 Camp Wise Staff Contract. I understand and agree that my acceptance and compliance with this Drug and Alcohol Free Workplace Policy is a condition of employment, and is incorporated into my Staff Contract.

Signed: _____
Staff Member

Staff Member Printed Name

Date

If staff member is under 18 years of age by June 1, 2009, his/her parent's signature is required below:

Signed: _____
Parent's Signature

Date

