

Drug-Free Workplace

Girl Scouts of West Central Florida is a drug-free workplace. With this policy, Girl Scouts of West Central Florida takes a position of Zero Tolerance on substance abuse. Zero Tolerance means immediate termination of an employee found to be in violation of this drug-free workplace policy.

We understand employees and applicants under a physician's care may be required to use prescription drugs; however, illegal use of prescribed medications is also substance abuse and will be dealt with in the same manner as the abuse of illegal substances. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We encourage those who abuse drugs and/or alcohol to voluntarily seek help. It is the employee's responsibility to seek help before drug and alcohol problems lead to disciplinary action.

Our policy prohibits the following on Council premises or while on Council business:

- the use, sale, distribution, purchase, transfer or possession of any illegal drug
- the consumption of alcoholic beverages other than at an authorized function, and
- being under the influence of alcohol or illegal drugs.

Illegal drugs are defined as all forms of narcotics, hallucinogens, depressants, stimulants and other substances that are restricted or prohibited by law, except drugs prescribed by a licensed physician and used in accordance with her/his instructions. While marijuana and marijuana-based products may be legal under certain state laws, marijuana remains illegal under federal law and will be treated as an illegal drug for purposes of this policy. Being under the influence of an illegal drug shall include but shall not be limited to testing positive for illegal drugs in pre-employment or post-employment drug screenings.

The Council shall reasonably accommodate employees who voluntarily seek assistance on a timely basis for substance abuse problems prior to the Council identifying the problem. However, employees who violate the above policy or refuse to submit to testing for illegal drugs shall be subject to disciplinary action, which may include separation of employment.

DRUG TESTING

Post-Offer Job Applicant Screening

Girl Scouts of West Central Florida will conduct post-offer drug tests designed to prevent the hiring of individuals who use illegal drugs or abuse prescription medications. If a job applicant refuses to submit to the required drug test, tampers with or adulterates a drug test specimen or has a confirmed positive drug test result, she/he forfeits her/his eligibility for employment and may not reapply for employment for at least 180 days.

Current Employee Screening

Girl Scouts of West Central Florida will conduct drug and/or alcohol screens, as outlined in this policy, to identify employees who use illegal drugs or abuse alcohol, etc., either on or off the job. It shall be a condition of continued employment that all employees submit to a drug and/or alcohol screen in accordance with the provisions listed below. Girl Scouts of West Central Florida may suspend employees without pay under its Drug-Free Workplace Policy, pending the results of a drug and/or alcohol test or investigation.

CIRCUMSTANCES FOR TESTING

Accident and Injury Procedures - Any employee involved in a work-related accident which requires medical treatment above and beyond first aid must first receive treatment. The employee must then submit to a post-accident drug screen. A post-accident alcohol test may apply. The employee must report for testing to the designation collection site within 24 hours of the accident if the drug and/or alcohol collection is not performed following treatment. Failure to do so will be considered a refusal to test, resulting in immediate termination.

Return to Work and Follow-up Drug Testing- If an employee in the course of employment voluntarily enters an employee assistance program for drug-related problems, or an alcohol/drug rehabilitation program, Girl Scouts of West Central Florida must require the employee to submit to a drug and/or alcohol test as a follow-up to such program. Follow-up testing must be conducted at least once a year for a two (2) year period after the completion of the program. Advanced notice of a follow-up testing date will not be given to the employee to be tested.

Reasonable Suspicion Testing - "Reasonable suspicion testing" means drug and or alcohol testing based on an employer's belief that an employee is using or has used drugs in violation of the employer's policy, drawn from specific visual or verbal facts that would lead a reasonable person, without any medical training but normal life experiences, to conclude the possibility of drug and/or alcohol use. Employees who refuse to be tested will be terminated.

Random Testing - Girl Scouts of West Central Florida may conduct random drug testing as stated in Florida Statutes 440.102. A third-party company designated by Girl Scouts of West Central Florida will generate a computerized random list of employees who would be required to submit to a random drug screen. When an employee is chosen for a random drug screen, her or his name automatically returns to the pool for future random tests.