

0. ALCOHOL AND DRUGS (excerpt from Staff Manual - Policies and Procedures)

1. Cali-Camp Policy on Illegal Drugs and Alcohol.

It is the intent of Cali-Camp to operate Cali-Camp Summer Day Camp in an environment free of drugs and alcohol. Cali-Camp believes that use of drugs or alcohol by staff members, or being under the influence of drugs and alcohol, jeopardizes the welfare and safety of employees of Cali-Camp, the campers, volunteers, and visitors. Accordingly, use of drugs and alcohol, or being under the influence of drugs or alcohol while on duty at the camp as a staff member, is strictly prohibited and grounds for immediate termination of your employment at Cali-Camp.

The manufacture, possession, distribution, or purchase of an illegal drug or of alcohol by any staff member, or being under the influence of an illegal drug or alcohol, while at the Cali-Camp facility or on any Cali-Camp sanctioned camp excursion or trip, is strictly prohibited and grounds for immediate termination of that staff member's employment at Cali-Camp. "Under the influence" is defined as any measurable amount of drugs or alcohol present in an employee.

It is the responsibility of all staff members to ensure that the work environment at Cali-Camp is free of alcohol and drugs. This is especially important in that all staff members are working with children and the use of drugs and alcohol by any staff member could be dangerous to the well being of the children under the care and supervision of Cali-Camp, and such use could severely damage the reputation of Cali-Camp Summer Day Camp. Any staff member who has knowledge of the violation of this policy shall immediately report the violation to the Camp Director. Failure of a staff member to report the violation of this policy to the Camp Director shall be grounds for disciplinary action, up to and including termination of his or her employment at Cali-Camp.

2. Testing for Drugs or Alcohol

All Cali-Camp staff members are considered to be working in a high risk area at camp and are thus subject to Random Drug Testing under federal law. These tests will be conducted by a professional medical staff and laboratory as set forth below. Any staff member who tests positive for drugs or alcohol will be subject to immediate termination.

Automobile Accidents. Whenever a Cali-Camp vehicle or bus accident occurs, the normal follow-up will also include a drug-alcohol screening test. The staff member driving the Cali-Camp vehicle or bus will be required to immediately report the accident to the Camp Director. A written report of the accident must be submitted to the Camp Director within twenty-four (24) hours of the accident. Drivers will be required to sign a statement acknowledging that they are aware of this policy prior to

driving any Cali-Camp Vehicle. This acknowledgment will become part of the staff member's permanent personnel records kept by Cali-Camp.

Reasonable Suspicion. If the Camp Directors have reasonable suspicion that a staff member is working in an impaired condition or otherwise engaging in conduct that violates the policies of Cali-Camp, the staff member will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the staff member is unable to explain the behavior, his or her Team Leader (Supervisor) shall notify the Camp Director and prepare a written report. The staff member may then be required to take a drug test in accordance with the procedures outlined below. If the staff member refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result as set forth below.

Procedure for Drug Testing. If a staff member is required to take a Drug Test, Cali-Camp will refer the staff member to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. Cali-Camp will pay the cost of the test and reasonable transportation costs to the testing facility. The staff member will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry. The clinic or laboratory will inform Cali-Camp as to whether the staff member passed or failed the drug test. If a staff member fails the test, he or she will be considered to be in violation of Cali-Camp's policies and procedures and will be subject to discipline action, including possible termination of his or her employment at Cali-Camp.

Disciplinary Action

1. If a staff member refuses to take and/or cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result. Such action will subject the employee to disciplinary actions, including suspension or possible discharge.
2. If the staff member involved does not pass, the staff member's employment at Cali-Camp may be immediately terminated. As the staff members working with children attending the camp, alcohol and drug use that impairs a staff member's faculties will not be tolerated and will be grounds for immediate termination.

Cali-Camp will take into consideration any circumstances establishing that the possession or use of an otherwise legal drug by an employee on Cali-Camp property occurs in response to the lawfully written prescription of a medical doctor. However, the staff member may be sent or taken to his or her place of residence if such prescribed drug usage adversely affects the staff member's job performance, including but not limited to the ability to supervise children attending Cali-Camp Summer Day Camp. Furthermore, discipline may be administered if the staff member fails to advise his or her supervisor or the Camp Director at the time the staff member comes to work of his/her usage of prescribed drugs on the Cali-Camp's premises that could impair his or her ability to perform his or her job in a safe manner. A drug/alcohol screening test will not be required under the circumstances stated above regarding the use of lawful drugs in response to a written prescription of a medical doctor. However, the staff member will be required to provide a release from the prescribing doctor to perform the functions of the staff member's job position prior to the staff member being permitted to work and/or return to work.

Acknowledgment and Consent. Any staff member subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Cali-Camp of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will subject a staff member to disciplinary action up to and including termination of his or her employment at Cali-Camp.

Confidentiality. All drug testing-records shall be treated as confidential by Cali-Camp.