



## ADDENDUM TO EMPLOYEE MANUAL - #5 (effective 3/01/2021)

P  
L  
A  
Y  
  
C  
E  
N  
T  
E  
R  
S  
  
I  
N  
C

### ***Drug and Alcohol-Free Workplace Policy - Page 1 (of 3)***

Play Centers, Inc. is committed to providing a drug-free workplace and to promoting a safe, healthy, and productive work environment for all its employees, which contributes to employees maintaining high work standards, and customer confidence and trust in our service.

The following Policy applies to all employees of Play Centers, Inc. Compliance with Play Centers, Inc.'s Drug and Alcohol-Free Workplace Policy is a condition of your continued employment. It supersedes any other Play Centers, Inc. policy or practice on this subject.

### **Definitions**

“Controlled substances” include, but are not limited to, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

“Play Centers, Inc. premises” means all land, parking lots, property, buildings, structures, and equipment owned by, leased to, or supplied by Play Centers, Inc., as well as any work site or location on which any work is being performed for Play Centers, Inc. or any of its customers.

### **Prohibited Conduct**

It is Play Centers, Inc. policy that it will not employ anyone presently abusing controlled substances, or anyone whose use of alcohol prevents him/her from performing his/her job duties, or who, because of his/her use of drugs or alcohol, constitutes a direct threat to the property or safety of others.

No employee shall manufacture, ingest, use, possess, transport, sell or distribute any illegal controlled substance or paraphernalia while on Play Centers, Inc.'s premises or while engaged in work for Play Centers, Inc. The consumption of alcohol on any and all Play Centers, Inc. premises is also prohibited.

No employee shall be on Play Centers, Inc.'s premises or report for, commence or continue to work while under the influence of controlled substances, inhalants or alcohol or while controlled substances, inhalants, or alcohol are in his/her system, except when the use of the controlled substance or inhalant is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the controlled substance or inhalant will not adversely affect the employee's ability to perform his/her job. Any controlled substance or alcohol shall be considered in the employee's system if the results of a test of the employee's urine or other diagnostic test of the employee establishes the presence of any controlled substance or alcohol at or above established cut-off levels.

An employee will not be disqualified from working or otherwise disciplined if it is determined that a positive test is due to lawful use of food, or to a medication prescribed by a licensed health care professional for a current condition. However, the employee will have the burden to establish that the substance was prescribed by a licensed practitioner who is familiar with the employee's medical history and assigned work duties.

Employees who take over-the-counter or prescribed medication are responsible for being aware of any adverse effect the medication may have on the performance of their duties, and must promptly report to their supervisor or manager if the use of the medication might impair their ability to perform the job safely and/or effectively.

Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks or even prohibited from working if they are judged to be unable to perform their jobs safely

2414 East Joppa Road  
Parkville, MD 21234-2926

Phone  
410.296.4880

Fax  
410.296.0803

Website  
[www.playcenters.org](http://www.playcenters.org)

E-mail  
[playcenters@playcenters.org](mailto:playcenters@playcenters.org)

Tax ID  
52-1259566

## ADDENDUM TO EMPLOYEE MANUAL - #5

### ***Drug and Alcohol-Free Workplace Policy - Page 2 (of 3)***

and/or properly while taking prescribed medication. It is a violation of this Policy for any employee to take over-the-counter or prescribed medication contrary to its proper use. Play Centers, Inc. may require the employee to provide evidence that a prescription medication has been lawfully prescribed by a physician, along with the prescribed dosage of the medication. The employee is not required to identify the medication or the underlying illness. Various federal, state and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

Employees must promptly inform the Human Resources Director of any drug or alcohol-related crime seen or reliably known to have occurred in the workplace.

Employees may not use Play Centers, Inc. equipment or the equipment of our property lessors in connection with illegal drug or alcohol transactions or any other illegal activities.

### **Drug and Alcohol Testing**

Play Centers, Inc. employees are required to submit to substance abuse testing **Post-Accident/Injury**. This policy applies to all Play Centers, Inc. employees in all job classifications.

An employee whose performance either contributed to an accident or cannot be completely discounted as a contributory factor to an accident or who has sustained a significant work-related injury is subject to being tested as soon as possible after the accident or injury. An employee who is unable to submit to testing at the time of an accident/injury due to the seriousness of his/her injuries is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his/her body system.

#### Consent to Testing:

The execution of an informed consent form will be required of each employee submitting to a drug/alcohol test.

**Any person who refuses to execute the required consent and release forms, or who otherwise fails to consent to, cooperate, and participate in drug and alcohol testing, including any person who engages in conduct that clearly obstructs the testing process, will be terminated.**

#### Need for Accommodations

Where an employee asserts an inability to provide a specimen for testing within the period required by the laboratory due to a medical condition, the employee will have 5 days to provide medical documentation from a physician to a medical laboratory. The laboratory, in consultation with Play Centers, Inc., will make a determination as to whether there is medical cause for the failure to provide a specimen and whether an accommodation in testing will be made. The employee will be notified of the final decision.

#### Positive Test Results

Except as provided below, where a test indicates that an employee had a quantity of drug(s) in the employee's system which were illegal and which had not been prescribed by the employee's physician, or a level of alcohol exceeding State Law applicable to driving a motor vehicle under the influence of alcohol, the employee is to be discharged.

Should an employee test positive for the use of drugs or alcohol, the following will apply:

- A. All specimens identified as positive on the initial test will be verified by a confirmatory test before employees are notified of these results.

# ADDENDUM TO EMPLOYEE MANUAL - #5

## ***Drug and Alcohol-Free Workplace Policy - Page 3 (of 3)***

- B. The employee will be advised of any positive test results by a Notice within 1 business day of Play Centers, Inc.'s receipt of these results and will be provided with a copy of this Policy.
- C. In the event of a positive test result, the employee may request independent testing at his/her own expense, of a portion of the tested specimen for verification of the test results.
- D. Any employee whose test results are confirmed positive will be subject to disciplinary action up to and including termination.

### **Rehabilitation**

No employee will be subject to disciplinary action solely for acknowledging a drug or alcohol problem and seeking treatment for the problem. However, in order to take advantage of that protection, employees must come forward and seek treatment before they have been asked to take a drug or alcohol test, or otherwise been suspected of having or found to have violated any aspect of this Policy.

Under the rehabilitation program and agreement, the employee will, among other things, be required to successfully complete an alcohol/drug treatment program before returning to work. The employee must apprise the Human Resources Director weekly of his/her condition while undergoing rehabilitation, as well as provide written verification of attendance at treatment sessions. Upon returning to work, the employee's job performance will be monitored on a periodic basis.

Use of unauthorized drugs or alcohol abuse impacts health and performance and contributes to absenteeism, tardiness, sloppy work, accidents, low productivity, hostility to customers and fellow employees, and adversely affects performance in other ways as well. An employee's acknowledgement of a drug or alcohol problem and/or participation in drug or alcohol rehabilitation does not relieve the employee of the responsibility of behaving properly at work and properly performing his or her job, nor does it excuse the employee from complying with this Policy. Play Centers, Inc. may take disciplinary action, up to and including termination, if the employee violates this Policy or whenever an employee's performance or behavior is deemed by Play Centers, Inc. to be unacceptable. Performance must remain at an acceptable level, including attendance and punctuality.

The results of any drug or alcohol test conducted pursuant to this Policy shall be kept strictly confidential. Test result shall not be disclosed to any other employees or representatives of Play Centers, Inc. or any other persons, except to persons to whom disclosure is necessary, to defend against any legal action brought by the tested employee or candidate for employment against Play Centers, Inc., or to any government contractor or as otherwise required by law or regulation. Compliance with Play Centers, Inc.'s Drug and Alcohol Free Workplace Policy is a requirement of your continued employment. It supersedes any other Play Centers, Inc. policy or practice on this subject.

**This policy is subject to change by Play Centers, Inc. at any time without notice, and nothing contained herein shall alter or limit Play Centers, Inc.'s right to terminate an individual's employment at any time, for any reason, without prior notice.**

**This Addendum (#5) must be added to the  
Employee Manual (revised 9/01/2016).  
Please staple it to the back cover, as an addition to  
Addendums #1, #2, #3, and #4, which have already been added.**