

Tobacco Free Workplace – Policy

Reviewed:

Effective:

XXXX provides health care and health education services. These services are provided to promote healthy lifestyles and improve the quality of life for those individuals living within our community and service area. Smoking, the nation's leading preventable cause of death, and the use of other tobacco products is contrary to the efforts and mission.

The use of tobacco products is strictly prohibited inside XXXX facilities, throughout its campuses (including its entrances, private sidewalks, roofs, patios, gardens, parking lots, ramps, walkways, and vacant buildings) and within its vehicles and equipment. Use of tobacco products in personally owned vehicles during the shift is prohibited.

Complying with this policy is mandatory for all associates and persons visiting the organization with no exceptions allowed. Associate non-compliance will be subject to corrective action.

Special Instructions:

1. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, pipe smoking and other smoking simulation devices (i.e., electronic cigarette).
2. Associate Responsibilities:
 - a. All associates are expected to honor the tobacco-free environment, educate all individuals on the premises about XXXX tobacco-free environment and demonstrate the behaviors of a respectful citizen.
 - b. Associates may not use tobacco products at any time during their work shift, this includes meal periods and rest breaks, on or off campus.
 - c. Clothing worn during the shift must be free of the odor of tobacco in accordance with the XXXX professional image policy.
 - d. If associates find others smoking on the XXXX campus they are responsible for educating them about the smoke free environment policy and request them to stop smoking. If the individual refuses to stop smoking, associates may request the individual to leave the area. Disputes involving visitor, customer and other individuals who are not associates will be handled through established procedures for resolving other public disputes and compliance situations.

Refer to XXX Administrative Policy manual *Tobacco Free Environment* for additional information.