



Franklin Community Health Network

Applicability:	Date of original policy:	9/19/2006
<input checked="" type="checkbox"/> Franklin Community Health Network	Date of most recent revision:	10/21/2014
<input type="checkbox"/> Evergreen Behavioral Services	Date of most recent revision:	10/21/2014
<input type="checkbox"/> Franklin Memorial Hospital	Frequency of review:	3 years
<input type="checkbox"/> Department: _____	Next review date:	10/21/2017
<input type="checkbox"/> Healthy Community Coalition	<input type="checkbox"/> NetLearning	
<input type="checkbox"/> NorthStar	Senior Leadership Team to review changes	
<input type="checkbox"/> Franklin Health		
<input type="checkbox"/> Department:		

## Tobacco and Tobacco Products

### I. Policy and Purpose

Tobacco and tobacco products are health and fire hazards. Smoking harms nearly every organ of the body causing many diseases and reducing the health of smokers in general. The adverse health effects from cigarette smoking account for nearly 1 of every 5 deaths. More deaths are caused each year by tobacco use than by all deaths from HIV, illegal drug use, alcohol use, motor vehicle injuries, suicides, and murders combined. There is no risk-free level of exposure to secondhand smoke. Nicotine addiction is chronic, progressive, and often fatal. Because of its harmful effects on users and non-users alike, the use of tobacco and tobacco products is counter to FCHN's mission of health promotion. The use of all tobacco and tobacco products in the FCHN system and on the grounds is prohibited at all times including in company owned vehicles, in parking lots, at all satellite sites or other properties the hospital owns and / or rents.

As the only health system in our region, we have unusual influence on the health decisions of people in our community. Keeping our campus tobacco-free not only impacts the health of employees, patients, and visitors by reducing exposure to second-hand smoke, but also communicates the critical message that tobacco use is exceptionally hazardous to health.

### II. Procedure

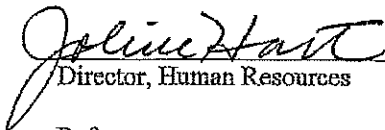
- A. All newly hired employees and all volunteers will be asked to sign an agreement not to use tobacco products on campus, including personal vehicles as a condition of employment. Existing employees and volunteers are "grandfathered" until June 30, 2008. All tobacco products are prohibited – including cigarettes, pipes, cigars, all smokeless tobacco, chew, snuff, snus, spit and non-FDA approved nicotine delivery devices (E-Cigarettes)
- B. If an employee/spouse/domestic partner wishes to quit tobacco use, when enrolled in an HR approved tobacco dependence treatment program; HR will reimburse 100% of the co pay, or the cost of evidence-based NRT materials available OTC when used as part of the individuals quit plan.
- C. Managers and employees are expected to enforce the FCHN policy by politely reminding people about the policy on tobacco and tobacco products. All FCHN staff will have understanding of this policy. It is the responsibility of all staff to have an understanding of this policy and to see that this policy is followed. Tobacco-free area signs are posted at all parking lot entrances of the hospital and affiliate offices. All off-site meetings, conferences, and fundraisers are tobacco-free.
- D. Patients will be made aware of the policy on tobacco and tobacco products. All tobacco users will be assessed and offered support. Efforts will be made to assist tobacco users cope with the no tobacco use on FCHN campus. NRT material will be offered to patients should they choose to use them during their stay. In this event NRT materials will be prescribed and properly administered by the attending medical provider.

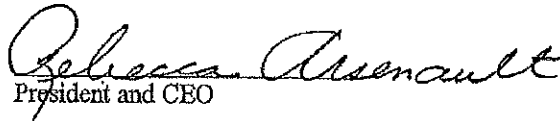
- E. Any employee who violates this policy may be subject to appropriate disciplinary action, up to and including termination of employment.
- F. Advertisements or promotion of tobacco products are prohibited. FCHN will refuse all donations from the tobacco companies or their subsidiaries.
- G. FCHN Investment Committee and Board of Directors have taken provisions by prohibiting knowingly purchasing stocks that are tobacco industry stock and will divests of any such stock as appropriate. FCHN will annually review this policy for educational purposes with each member of the hospital's board.

III. Affected Departments and Education

- A. This policy applies to all FCHN employees, volunteers, board members contractors, vendors, students, medical staff, visitors, patients, and other guests.
- B. Employees will receive education on this policy during General Orientation. Managers and supervisors may use evidence of employee understanding as a factor in evaluations.
- C. Contactors will be provided written notice of the tobacco-free campus policy.

IV. Authorization

  
Director, Human Resources

  
President and CEO

References:  
JCAHO: Standard E.C.1.30

Classification: FCHN

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This policy replaces:

**Franklin Community Health Network  
Tobacco Free Campus Agreement**

Franklin Community Health Network and all affiliate buildings and campuses are designated as tobacco free areas. Tobacco is prohibited on all Network campuses including all outdoor areas and employees' personal vehicles parked on campus.

Failure to comply with the components of this policy may result in disciplinary action that can lead up to and include employment termination.

For individuals employed by FCHN and their covered spouse or domestic partner assistance with quitting tobacco is available. Please see Human Resources for more information on approved programs and other resources like the Maine Tobacco Helpline (800-207-1230) for assistance.

I acknowledge receipt of the Franklin Community Health Network Tobacco and Tobacco Products policy, and agree to comply with it. I understand that my compliance with this policy is a condition of my employment, and that I may be disciplined and/or terminated for its violation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)