

Exhibit 2

MAINEGENERAL HEALTH

FUNCTIONAL AREA: Environment of Care POLICY #: EC-20
EFFECTIVE DATE: 01/98
REVIEWED/REVISED: 02/00,
12/01, 03/01, 06/03, 07/05,
06/07, 06/09, 11/11, 01/13, 04/15

TOPIC: Tobacco – Free Policy

President/CEO, MGH & MGMC

SVP, Human Resources

Admin. Director, Quality Care Management

Chief Medical Officer

- I. **PURPOSE:** To express MaineGeneral Health’s Tobacco – Free policy in accordance with the MaineGeneral Health mission statement and safety practices. MaineGeneral Health is committed to the prevention of disease and the promotion of health and healing. Tobacco use and environmental tobacco smoke (ETS), pose serious health and safety risks. The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers.

- II. **POLICY:**
 - A. No person may smoke or use tobacco on all owned and operated properties of MaineGeneral Health. This includes the prohibition of water vapor cigarettes, e-cigarettes and smokeless tobacco products. Tobacco use is prohibited on grounds, entryways, parking lots (including inside vehicles).

 - B. Tobacco use is prohibited within 50 feet of any entryway or air intake.

 - C. Tobacco use is prohibited in areas where air movement carries smoke onto MaineGeneral grounds or neighboring properties where it can bother others as second-hand smoke.

 - D. “No Tobacco Use” and “Tobacco- Free Zone” signs shall be posted at all building entrances and campus entrances and high-traffic areas.

 - E. MaineGeneral does not accept philanthropic donations from tobacco companies and MaineGeneral is divested of all tobacco company stock. This is accomplished by careful review by our Philanthropy and Finance

Departments.

- F. We make every effort to prevent the advertisement of tobacco or tobacco products in literature available throughout our MaineGeneral Health buildings. We do not purchase literature containing tobacco advertisement. If it is donated, signs are posted to explain that MaineGeneral does not promote the use of tobacco.
- G. All patients admitted to the hospital are screened for the use of tobacco and tobacco cessation education is initiated on all appropriate patients. Performance measurement of this activity ensures this is taking place.
- H. All employees have an obligation to enforce this policy by requesting that people **not use tobacco products on the premises**. All employees are asked to respect the rights of the neighbors of MaineGeneral Health facilities. MaineGeneral does not tolerate the defacing, littering or damage of any private property.
- I. Second-Hand Smoke – Defined as the smoke from another person's cigarette that others breathe in because they are near the smoker. Employees may not smoke in areas where their cigarette smoke can affect the comfort of others.
- J. Third-Hand Smoke – Defined as the scent of tobacco carried on the body and clothing of a tobacco user after smoking in a confined space like a car. Third-Hand smoke is considered a health risk to others and is not tolerated, like other strong aromas, per HR 06 policy. This is one reason why smoking in vehicles is strictly prohibited.

III. RESPONSIBILITY FOR ADHERENCE:

All persons associated with MaineGeneral Health are responsible for adhering to and enforcing this policy:

- A. Medical staff are responsible for educating patients about this policy prior to admission to the facility and to inform and offer nicotine replacement therapy as appropriate to prevent acute withdrawal symptoms.
 - 1. If a patient or patient's family member/visitor violates this policy, employees will remind the patient about the policy and ask the patient to stop. If a patient insists on smoking, the patient's primary care provider will be contacted immediately to assist in enforcing the policy.
- B. It is the responsibility of admitting personnel and Emergency Department personnel to review this policy with patients at the time of admission or pre-admission to the facility.

- C. Each supervisor is responsible for enforcing the policy among staff.
- D. A list of magazines containing tobacco advertisement is Attachment A of this policy. Managers should review patient and employee areas for compliance.
- E. All personnel are responsible to respectfully point out the policy to medical staff, employees, volunteers, students, patients and visitors who are not in compliance.

Any repeated conflicts or violations involving employees will be reported to their manager.

- E. All personnel will be subject to disciplinary action if they disregard this policy. Disciplinary action will be consistent with HR – 18 and will be a behavior based performance issue. The action will also include referral to our evidence-based tobacco cessation program through the Prevention Center.

IV. PROCEDURE:

- A. Employees, volunteers, students and members of the medical staff will be informed of the policy by appropriate written material, administrative policy, the interview process, orientation and signage.
- B. Resources to help employees quit tobacco use are available through Employee Self Service, the Prevention Center, and the MGH wellness program.
- C. Patients will be notified of the policy through appropriate printed material, signage and verbal notice.

V. POLICY STORED AT:

- Original signed MaineGeneral Health Policies are maintained in the office of the Vice President & Chief Nurse Executive at the Alford Center for Health, Augusta.
- Entities of MaineGeneral Health maintain and file policies specific to their areas in a designated Administrative area of their own.
- Copies of MGH policies are filed in the Health Sciences Library of the Thayer Center for Health, Waterville.
- Employees can access policies via the MaineGeneral intranet.

VI. POLICY APPLIES TO:

- MaineGeneral Medical Center
- MaineGeneral Rehabilitation & Long Term Care
- MaineGeneral Retirement Community
- MaineGeneral Community Care
- All

VII. PROPONENT: Administrative Director of Quality Care Management

VIII. KEY SEARCH WORDS: Smoking, Tobacco