

TOBACCO-FREE ENVIRONMENT POLICY	<i>Policy Number</i>	9500.60
	<i>Replaces Policy</i>	
	<i>Date Effective</i>	8/1/2008
	<i>Date Revised</i>	8/1/2011, 12/2013, 3/14
	<i>Date Reviewed</i>	
	<i>Applicability</i>	Systemwide

/s/ Eileen Skinner
President and CEO

3/27/14
Date

Reference Mercy Hospital Value: Excellence

We strive for the highest standards of care for our patients' physical, mental and spiritual needs. We encourage our Mercy associates to do the same in their personal and professional lives.

PURPOSE

As a health care facility, we have a responsibility to our patients and to the public to be a leader in the community to provide a safe environment free of second hand smoke and tobacco use. Establishment of a tobacco-free environment makes such a statement. The use of tobacco products is incompatible with this mission and is inconsistent with our concern for the health and well being of staff. For the purposes of this policy, staff is defined as includes employees, students, contractors, suppliers, volunteers, and medical staff.

POLICY

The use of all forms of tobacco products, including electronic cigarettes is prohibited in or on all buildings either-owned or leased, grounds, parking lots, ramps, plazas, vehicles, and sidewalks adjacent to our properties effective January 1, 2009.

Compliance with the policy is expected, based upon the importance of the message this conveys to our patients as well as the implications the policy has on the health and well-being of our staff.

Adherence to this policy is a condition of continued employment with our institution.

Employees with nicotine addiction are encouraged to utilize the Maine Tobacco Hotline (1-800-207-1230)

PROVISIONS

1. No tobacco products shall be sold or distributed anywhere in any Mercy facility.
2. Signs declaring Mercy's campus "Tobacco Free" shall be posted at the campus/building entrance, and other conspicuous places.

3. Mercy employees will be advised of the provisions of this policy during new employee orientation. Human Resources will post this policy in employee common areas. Supervisors will be responsible for notifying their employees of the provision of this policy.

PROCEDURE

Human Resources will assist in communicating this policy by:

- Informing all applicants for employment of the Tobacco-Free policy prior to applicant accepting an offer of employment.
- Reviewing the policy upon hire.
- Annual notifications regarding the importance of enforcement.

Employees are required to receive their supervisors' prior approval before they leave any Mercy campus. Employees who do leave campus for any personal reason must clock out before they leave and clock in upon their return.

Patients and visitors will be notified of the policy prior to arrival whenever possible.

"Tobacco Free" signs are placed at all the entrances to our campus and in all visitor/patient areas.

All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors.

ENFORCEMENT

A. All "staff" (employees, visitors, patients, medical staff, volunteers and vendors) have the responsibility to abide by this policy and advise others to abide by Mercy's Tobacco-Free environment.

B. All employees share the responsibility for adhering to the policy. Any problems should be brought to the attention of the appropriate supervisor.

C. Outside groups who utilize Mercy for meetings will be advised of this policy. Violation of the policy will rescind the approval for the group to utilize this facility.

D. Appropriate signage will be maintained to communicate the Mercy's commitment to a Tobacco-Free environment.