

**DOWN EAST COMMUNITY HOSPITAL
POLICIES & PROCEDURES**

POLICY # 1001175

PAGE 1 OF 1

TITLE: Tobacco Free Campus

SECTION: Human Resources	APPROVED BY:	DATE:
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REFERENCES/RATIONALE:		

Policy: The Down East Community Hospital will set the standard of good health practices by providing education, support and a tobacco free environment for our employees, patients, guests and community.

Procedure: Effective November 15, 2007 Down East Community Hospital (DECH) will be a tobacco free zone. Tobacco use of any kind on and around the DECH property will be prohibited and will be considered a violation of this policy. Tobacco product use will also be prohibited inside vehicles while on the property. This policy also extends to all Hospital sponsored, off-site conferences and meetings as well as vehicles owned by the employer.

DECH will provide support to patients, visitors, employees and their families in their efforts to abstain from the use of tobacco products as well as all other smoking products, such as e-cigarettes, while on the campuses.

DECH will also provide support to individuals who wish to end their use of tobacco products by providing education and other support services to anyone who is interested in making this life style change. Employees are encouraged to contact Human Resources to take advantage of the support offered by the organization if they choose to stop their tobacco use.

All employees are required to observe and promote compliance with the tobacco free policy. Employees are expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences. Employees should also refer to the Breaks and Meals Policy in regard to leaving campus during work time.

At the time of admission or registration patients will be given information regarding this policy. Each physician will assess the patients under their care and will determine appropriate support for tobacco abstinence during the patient's stay at the facility.

Any employee who does not follow the Tobacco Free Campus policy is subject to progressive discipline up to and including termination.