

EMHS - System Policy

Applicable to:

Policy #: 17-027	Date: 3/8/2016
Date last reviewed: 3/2016	
Supersedes#: New	Dated:
Title: Tobacco / Smoke Free Environment	
Author: Lee Martin, VP HR – Employee Relations	
Executive Sponsor: VP & General Counsel (For Human Resources)	EMHS President/CEO

- All Entities
 All Hospitals
 All For-Profit Entities
 All Tax-Exempt Entities
 Other (list):

This policy was approved by those noted below on the date(s) as noted:

EMHS Leadership Council, 2/16/2016

HR Policy Standardization Task Group 7/17/2015

RELATED REFERENCE(S): None.

DEFINITIONS: None.

PURPOSE:

In support of the EMHS Mission which states that *EMHS partners with individuals and communities to improve health and well-being by providing high quality, cost effective service*, all EMHS members are tobacco and smoke free. This is a key element in creating a safe and healthy environment for all patients, visitors and employees at EMHS member organizations.

POLICY:

EMHS members prohibit the use of all tobacco and smoking paraphernalia in any buildings and on all properties (owned or leased). This includes personal vehicles parked on EMHS property, driveways, and parking lots. Tobacco and/or smoking paraphernalia includes items such as:

- Cigarettes
- Pipes
- Cigars
- Smokeless tobacco
- E-Cigarettes (or any form of vapor pen)
- Medical Marijuana

This use prohibition applies at all EMHS properties (owned or leased), and applies to employees, patients, visitors, students, volunteers, vendors, contracted workers, medical staff and tenants within EMHS buildings.

No tobacco products shall be sold, distributed, or advertised anywhere within EMHS occupied facilities or on EMHS properties.

Signage declaring EMHS' tobacco/smoke free status will be posted at all EMHS locations.

Employees who use tobacco/smoking materials must ensure that odor of such products is not present on persons or clothing in the work area as they are a trigger for Asthma, COPD, and Emphysema.

Policy compliance involves a working partnership among all EMHS employees, visitors and patients. Violators of this policy should be reminded of and asked to adhere to the policy.

RESPONSIBILITIES:

1. Applicants for employment will be notified of this policy during the application process through policy statements contained within the electronic application.
2. Employees will be educated on this policy during new employee orientation, and by their immediate supervisor. Violation of this policy by employees will be treated like any other policy infraction resulting in potential progressive discipline. Refer to the HR policy on Progressive Discipline.
3. Tobacco/smoke free signage will be posted in conspicuous areas at all locations.
4. It is the responsibility of all persons associated with EMHS member organizations to promote this policy and educate visitors, patients and fellow employees in a polite and professional manner.

Withdrawal / Cessation Resources:

The EMHS Employee Medical Plan provides covered employees with smoking cessation resources including nicotine replacement therapy options. Covered employees are encouraged to review their healthcare benefit plan documents for specific information regarding covered services for smoking cessation. Additionally, employees are encouraged to visit the HR Portal, contact the HR Service Center (973-4000), or contact the Employee Assistance Program (973-7229) for additional information on smoking cessation resources.

ATTACHMENT(S): None.