



Tobacco Free Environment Policy



Policy HP-HR-1

**July 22, 2008
Revised June 13, 2019**

Purpose: The purpose of this policy is to establish guidelines for the tobacco-free environment policy. The health department has a vital interest in promoting employee well-being and maintaining a safe, healthy and efficient work environment.

Policy: Due to the acknowledged health hazards arising from tobacco use, it is the policy of the Three Rivers District Health Department (TRDHD) to provide a tobacco-free environment for all employees and visitors.

Procedure:

- I. Tobacco use is prohibited in the following locations:
 - A. On the grounds of all TRDHD owned or leased property. This includes sidewalks and parking lots with the exception of personal vehicles parked more than 25 feet of the door of any Three Rivers building;
 - B. In company vehicles;
 - C. In the homes or property of clients/patients;
 - D. At an off-site location while representing Three Rivers on paid time.

This policy covers the use of any tobacco product, including spit tobacco, cigarettes, pipes, cigars, etc. with the exception of Nicotine Replacement Therapy (NRT) products. Recognizing that nicotine is an addictive drug and very difficult to overcome, TRDHD will offer to all employees who use tobacco the opportunity to become tobacco-free through participation in the Cooper Clayton Method to Stop Smoking program on paid work time. In addition, free NRT will be given to those who attend each class. Employees must receive written approval to attend the class from their supervisor. This benefit will be provided on a one-time basis. Subsequent attempts to quit tobacco will be available to employees on unpaid work time and NRT will be given pending availability.

II. EMPLOYEE'S RESPONSIBILITY

It is the responsibility of the staff to adhere to the tobacco-free policy as well as remind other staff, clients, and visitors of it. Clients should be reminded that we are a tobacco-free facility. Clients and visitors in violation of the policy will be politely reminded of the policy. If the problem persists they will be asked to leave the facility.

III. MANAGER'S RESPONSIBILITY

Supervisors will communicate the policy to existing staff as well as external candidates for position vacancies. It is supervisor's responsibility to enforce the policy with their staff. Employee violation of this policy will result in progressive disciplinary action consistent with TRDHD employee regulations.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date