

APPROVED BY:

NUMBER

CEO/President

Committee/Others

**TOBACCO FREE and TOBACCO TREATMENT POLICY
(SAMPLE – modify as needed for your program)**

SCOPE:

All Departments

ORIGINATED BY:

Human Resources Department
Addressing Tobacco Work Group

REVIEWED BY:

Human Resources Director
Addressing Tobacco Work Group

SAMPLE

PURPOSE:

Tobacco use remains the number one preventable cause of death in the United States and disproportionately affects vulnerable populations, including those with mental illness or other substance use disorders. Effective {DATE, YEAR}, {NAME} will be a tobacco-free campus. As a behavioral health care provider, {NAME} is committed to promoting a safe and healthy environment for its employees, patients, residents, volunteers, contract employees, students and visitors. The policy also includes guidelines to establish tobacco education and treatment resources for individuals receiving services, including the integration of Tobacco Use Disorder into treatment planning. {NAME} will notify all program referral sources of this policy by letter. This policy is intended to provide a framework for {NAME} to use when addressing situations involving tobacco products where a clear course of action may not be apparent. Not all situations that may arise can be contemplated and addressed in this document. Clarification should be sought from supervisory personnel when questions arise.



{NAME}'s purpose for this policy is to provide a healthier environment for everyone who visits the campus. We believe this collective effort will:

- Create a healthier environment for everyone who visits our campuses by eliminating the presence of tobacco and reducing exposure to secondhand smoke
- Demonstrate our commitment to improve the health of the community and employees
- Increase agency involvement in the recognition and treatment of Tobacco Use Disorder
- Set an example we hope other organizations and businesses that work with people with behavioral health conditions will follow
- Promote healthy alternatives to using tobacco

The tobacco-free initiative is driven by the strategic goal to improve the level of safety and quality within the {hospital and ambulatory} areas. This also ensures a clean and safe environment for clients and staff and ensures that evidence-based practices for the treatment of tobacco use disorder are being delivered.

POLICY:

It is the policy of {NAME} to maintain a 100% tobacco-free environment for the preservation and protection of the health of our patients, residents, visitors, and employees. This policy applies to anyone who enters {NAME}-owned property or off campus employee worksites.

PROCEDURE

1. Geographic Areas Covered by Policy

The use of tobacco products is prohibited inside and outside of the buildings at {NAME}. This includes {NAME}-owned or off campus employee worksites. Please refer to attached map for reference of {NAME} campus. This policy shall apply to:

- All facilities, buildings, and grounds, which are owned or leased by {NAME}
- Walkways and adjoining sidewalks to {NAME} -owned or leased property
- Parking lots and driveways that are used by {NAME}
- {NAME} vehicles. Employees may not smoke in vehicles on the {NAME} campus
- Vehicles on owned, leased or property used by {NAME}

2. Tobacco Products

Tobacco Products, as defined by this policy, includes, but is not limited to:

- Cigarettes
- Cigars
- Loose leaf or chewing tobacco, snuff or snus
- Pipe smoking
- Electronic cigarettes or vaping devices



- Paraphernalia including vaping or e-juice containers, lighters, matches, rolling papers, ashtrays, or items containing cigarette brand logos or names

Commercially available nicotine replacement medications which are FDA approved are not included in the definition of tobacco products.

3. Employee Responsibilities

For purposes of this policy only, the term “employee” is defined as employees, contract employees and students. Volunteers are held at the same standards as the employees and are to comply with the tobacco-free policy. Signs will be posted inside and outside on the property to inform individuals of the policy. All employees will receive a copy of this policy during employee orientation and through hospital wide communication.

All {NAME} employees are required to observe and promote compliance with the tobacco-free policy. {NAME} employees are encouraged and expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences. Employees should never engage in using tobacco alongside individuals receiving services at {NAME}.

Employees who are “on the clock” are not allowed to leave the workplace. Staff who leave the campus during work time to use tobacco will be considered “not to be engaged in the course of employment (i.e. not working)” and will be subject to disciplinary action.

Employees who are away from the workplace to attend training classes or work-related functions that are paid for by {NAME} may not use tobacco when they are still working or representing the agency.

Employees are encouraged to make a confidential, “good faith” report to their supervisor, manager, or Human Resources Department when they observe another employee violating this policy.

All employees are responsible for ensuring compliance by fellow employees. Employees observing a co-worker violating the policy are requested to courteously remind the employee of the policy and ask the tobacco product is disposed of or extinguished.

The smell of tobacco smoke on clothing is not permitted.

Employees who violate this policy will be subject to progressive disciplinary guidelines and corrective actions as specified in (REFER TO OTHER POLICY).

4. Resources and Assistance for Employees

{NAME} will support employees in the implementation of this policy by providing educational materials and resources for employees who use tobacco. This includes, but is not



limited to, brochures and information about available NY telephone and other cessation services.

Employee training/orientation on the policy will be provided to new employees, volunteers and contractors. This will include discussion of any applicable responsibilities to implement the policy.

5. Individuals Receiving Services

At the time of admission or registration, individuals receiving services (patients and/or residents) will be given information regarding the tobacco-free policy.

Patients and residents will not be permitted to use tobacco or smoke on campus under any circumstances. If an employee observes a patient/resident using tobacco products they need to remind them of the policy and relay the information to the relevant provider or treatment team.

6. Provision of Services for Tobacco Use Disorder

Clinical units will develop and implement evidence-based procedures to ensure the following resources and support for Tobacco Use Disorder are available in accordance with the needs of the individual receiving services including:

- Screening and assessment
- Ongoing engagement and promotion of healthy lifestyle choices and wellness
- Peer support
- Evidence based counseling and medications for treatment
- Documentation of tobacco on the problem list and treatment plan
- Assistance to prevent tobacco withdrawal symptoms during periods of temporary abstinence
- Communication with relevant medical personnel and providers
- Discharge planning and resources for aftercare to support sustainability

7. Contractors and Vendors

All contractors and vendors will be informed of the tobacco free policy at the time a contract is agreed upon. Vendors who sign in at shipping and receiving to deliver items will be reminded of the policy. If you observe a contractor or vendor violating this policy you may inform them of {NAME}'s policy, contact facilities or security or your supervisor.

