

BUSINESS & OPERATING POLICIES & PROCEDURES

SUBJECT: TOBACCO & SMOKE FREE CAMPUS

EFFECTIVE DATE: November 16, 2006

POLICY & PROCEDURE:

Part of the mission of the BroMenn Healthcare System is to improve the health and well-being of our communities. Consistent with this mission, BroMenn takes responsibility for promoting healthy lifestyles through our policies and programs. It is recognized that exposure to tobacco smoke or its residuals is hazardous and an individual's right not to be exposed to tobacco residuals supersedes the right to use tobacco products.

To this end, smoking and the use of smokeless tobacco products is prohibited at all times on any BroMenn property, owned or leased. This applies to any and all persons who may be on BroMenn Healthcare property either by choice, patient designation or work assignment. All grounds, facilities, parking lots, garages and vehicles owned by BroMenn Healthcare are non-smoking.

Employees may not smoke in areas neighboring BroMenn property out of respect and courtesy for those property owners and so as not to compromise BroMenn's image. In keeping with BroMenn's commitment to the promotion of a healthy lifestyle, employees should maintain a professional presentation that is non-offensive to patients who may be sensitive to the smell of smoke. (See also HR Policy J.2 – Professional Appearance).

BroMenn recognizes the need for professional assistance with the addiction of tobacco products, and, therefore, offers smoking cessation classes, education, medical consultation and counseling services.

All staff are responsible for the education and enforcement of the smoke-free policy. Any violations of the policy should be reported to Security or (if an employee) the appropriate department leader. Disputes with patients and visitors regarding this policy should follow the normal protocols for other compliance issues.

Staff infractions will result in the employee disciplinary process, up to and including termination. (For more information, see HR Policy I.6 – Performance Improvement and Development.) Security has been assigned to approach employees and complete an incident report for supervisory follow-up. Security may approach individuals who they feel are employees of BroMenn (but may not have appropriate identification) who are in violation of the policy. For BroMenn facilities outside of the medical center campus, leadership will be the primary enforcement body but all employees will be expected to support a smoke-free environment.

Individuals not directly employed by BroMenn Healthcare but whom can be easily identified as affiliates of the organization (e.g., non-employed physicians, traveling or other contract staff, MOB employees in scrubs, etc.) are expected to maintain a positive image of BroMenn as well and that includes not smoking around BroMenn property. Security will notify the appropriate parties if these individuals violate the guidelines of this policy.

<p>Author/Responsible Person : Smoke-Free Campus Task Force</p> <p>Reviewing Committees: Executive Team</p> <p>Regulations or Standards which apply:</p> <p>Areas or personnel involved: All Employees & Individuals on BroMenn Property</p>	<p>Last Revision Date:</p> <p>Last Review Date:</p> <p>New: November 16, 2006</p> <p>Revision schedule (q 1-3 years): 3 years</p> <p>Word Processing Location & File name:</p>
--	---