



Policy: Smoke & Tobacco Free Environment

Policy Number: O-16

Page 1 of 2	REVIEWED DATES	REVISED DATES
Approved By: <i>Mary Cataudella</i> V.P Human Resources		6/21/10
Approved By: <i>[Signature]</i> President, Liberty Health		
Effective Date: 6/1/2007	02/20/2008	06/21/2010
References:		
References: Also see Policy No.: Rules of Behavior Policy O-22, Disciplinary Action Policy F-5		

POLICY

LibertyHealth and its affiliates want to enhance the wellness of our employees by incorporating a total **“Smoke & Tobacco Free Campus” effective June 21, 2010.** LibertyHealth’s aim is to provide a safe and healthy environment for all employees, patients, and visitors. As a healthcare institution, we must set the example to all identifying the importance of good health. In accordance with this philosophy, smoking and/or the use of tobacco is not permitted in any of LibertyHealth’s locations, satellite buildings, vehicles or office areas that are used to conduct LibertyHealth business.

PURPOSE

The health hazards of smoking have been well documented and they impact both the smoker and the non-smoker who is exposed to secondhand smoke. It is our intent to provide all employees with an environment conducive to good health and a productive atmosphere.

GUIDELINES

1. This policy is applicable to all employees, contractors, visitors, and patients while on the property or in any LibertyHealth facility.
2. All employees, contractors, visitors, and patients are prohibited from smoking cigarettes, pipes, cigars and/or chewing tobacco on LibertyHealth property, including surrounding grounds, parking lots (including inside parked vehicles), and company-owned vehicles.
3. Failure to comply with this policy will result in disciplinary action up to and including suspension and/or termination of employment. All cases of non-compliance will be reviewed by Human Resources and any action taken will be in accordance with the established disciplinary process policy and procedure.
4. If an employee witnesses another employee, contractor, visitor, or patient violating this policy, he/she should politely request that the individual refrain from smoking. If the individual refuses to comply with the request, the employee must report the infraction to the Safety Office or the Security Office.

RESPONSIBILITY

Employee

- All employees have an obligation to abide by this policy and assist in the enforcement with patients, visitors, contractors and other staff members.

Human Resources

- Advise prospective candidates that LibertyHealth maintains a Smoke & Tobacco Free Campus and employees are not permitted to smoke anywhere in the immediate vicinity of LibertyHealth facilities.
- Review all non-compliance violations.

Security Department

- Assist Administration, Management and the employee in the enforcement of the Smoke & Tobacco Free Environment policy.

CONTROLS

The Vice President, Human Resources shall establish such controls as are necessary to ensure implementation and compliance of this policy.