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| **Sample Medical Clinic Tobacco/Smoke-Free Campus** **Policies and Procedures** |
| **Title: Tobacco Free** | **Date Implemented:**  | **Approved by:** |

**Purpose**\_\_\_\_\_\_\_\_\_\_\_\_\_\_is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by the ***Arkansas Clean Indoor Air Act of 2006*** ***ARK. CODE ANN. §§ 20-27-1803 & 20-27-1804 (2006)***,in order to provide a healthier environment for our patients, staff members, employees and visitors, and because of the residual effects of tobacco use, the following Tobacco Free Medical Clinic Policy has been adopted and shall apply to all employees of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Scope of Policy**Any and all facilities/grounds, owned, leased/operated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, any and all company-owned or company-leased vehicles are designated as tobacco-free areas. The use of tobacco is prohibited on medical clinic property at all times, including entryways to the buildings and parking lots. There will be no designated smoking or tobacco use areas.

This Tobacco Free Workplace policy applies to the following individuals at all times while on company property and company leased facilities:

1. ***Regular employees, whether fulltime or part-time***
2. ***Temporary workers, contractors, consultants, interns***
3. ***Visitors and patients/customers***

Tobacco use is also prohibited in all vehicles owned or leased by \_\_\_\_\_\_\_\_\_\_\_\_\_.

This policy shall be clearly communicated to all full and part-time employees, including temporary workers, contractors, consultants, interns, visitors and patients/customers.

**Procedure**Smoking and/or the use of tobacco is not permitted anywhere on \_\_\_\_\_\_\_\_\_\_\_\_\_\_property at any time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_property for the purpose of this policy includes all land, buildings, structures, parking lots and means of transportation owned by or leased to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

An initial violation of this tobacco-free medical clinic policy by an employee, temporary worker or intern will result in a reminder of our policy and an offer of tobacco-cessation support. Subsequent infraction and/or violation of this policy shall be dealt with using \_\_\_\_\_\_\_\_\_\_\_\_\_\_Progressive Discipline Procedure/Policy.

An initial violation of the policy by, contractors, consultants, visitors and patient/customers will result in a reminder of our Tobacco-free rule. Subsequent infractions and/or policy violations will be addressed on a case by case basis. \_\_\_\_\_\_\_\_\_\_\_\_\_\_shall reserve the right to determine an appropriate corrective action plan which could include termination of the business relationship. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief of Staff/President shall make the final and binding corrective action decision.

**Resolving Complaints about Smoking or Tobacco Use:**

1. Any complaints about the application of the policy to the medical clinic campus should be brought to the attention of the Clinic Manager or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief of Staff/President for resolution.
2. The complaint should be submitted in writing and identify specific objections. \_\_\_\_\_\_\_\_\_\_\_\_\_\_will investigate the complaint and resolve it in accordance with the policy.
3. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Our smoking policy is intended to comply with requirements of the ***Arkansas Clean Indoor Air Act of 2006. (ARK. CODE ANN. §§ 20-27-1803 & 20-27-1804 (2006))***

**Definition:**

1. **Tobacco**- For the purposes of this policy “tobacco” is to include any product containing, made, or derived from tobacco that is intended for human consumptions, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco products to include but not limited to: any lighted or unlighted cigarette, cigar, pipe, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form including, “e-cigarette” and electronic nicotine devices (ENDs).
2. **Smoking-** means inhaling, exhaling, burning, or carrying any lighted tobacco product, includes cigarettes, cigars, pipe tobacco, electronic device producing aerosol/vapor, or any other lighted combustible plant material.
3. **Property and Grounds**- Any and all facilities/grounds, owned, leased, operated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_including any and all facilities/grounds owned leased, operated by clients/customers of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and all company-owned or company-leased vehicles.
4. **Exemption**- *Nicotine use: Only FDA approved cessation products are allowed.  This includes: nicotine gum, nicotine lozenge, nicotine patch, pharmaceutical nicotine inhaler (this does not include any form of e-products) and nicotine nasal spray.*

**References**

1. Arkansas Clean Indoor Air Act of 2006

***Statement of Understanding***

I have read and fully understand the terms of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Tobacco Free Workplace Policy.

I understand that any infraction or violation of the policy will be subject to disciplinary action up to and including immediate termination.

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_reserves the right to make changes to this policy as may be required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date