

TOBACCO FREE POLICY 2.80

I. POLICY:

Allied Services is committed to promoting quality healthcare and providing a safe and healthy workplace for its employees. It is the policy of Allied Services to prohibit tobacco use by employees on work time in support of a tobacco free workplace.

Allied Services prohibits the sale, use, transfer, exchange, and possession of tobacco/smoking products on all land, buildings, structures, parking lots, sidewalks and at any property or facility owned, leased or operated by Allied Services. In addition, tobacco use is strictly prohibited in all company owned/leased vehicles and private vehicles used for company business or located on company property.

This policy covers the tobacco use of any kind including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, herbal tobacco products, water pipes or hookahs, snuff, chewing tobacco, and any other type of tobacco product.

Allied Services supports those wanting to stop tobacco use by providing cessation programs, nicotine replacement therapy (NRT) and wellness programs.

This policy applies to all employees, students, contract personnel, auxiliaries, volunteers, visitors, vendors, and tenants of Allied Services.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of both tobacco users and non-tobacco users. All employees share in the responsibility to lead in the enforcement of the expectations and procedures outlined in this policy.

II. PURPOSE

Tobacco use is the number one cause of preventable illness and death across the nation. Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of Allied Services to provide a tobacco free environment for all employees, students and visitors.

Allied Services is dedicated to maintaining a tobacco free environment intended:

- to minimize adverse health effects from tobacco use and secondhand smoke for the benefit of Allied Services employees, students and volunteers;
- to enhance the appearance of Allied Services properties and to reduce the risk of fire and other safety concerns;
- to promote health and serve as a community role model; and
- to enhance productivity and reduce healthcare costs associated with smoking related illnesses.

II. **GUIDELINES:**

- A. There are no designated employee smoking or tobacco use areas on or at any Allied Services property.
- B. To aide in communicating this policy, appropriate signage will be posted at property entrances, building entrances and in parking areas—although the policy will be applied and enforced throughout Allied Services regardless of the presence or absence of posting in any particular area.
- C. Employees who smoke must do so off property and on non-paid time. Employees may not smoke on paid work time, including paid breaks as these breaks must be taken on property. Employees who smoke will show consideration to patients and co-workers by not returning to their work area with the odor of smoke on their person.
- E. Employees are not on paid time while they are on their meal period. Employees may leave their worksite during their unpaid meal period provided they notify and get approval from their supervisor.

III. **ENFORCEMENT:**

- A. All employees are expected to comply with and participate in the enforcement of this policy. Each individual supervisor and manager has responsibility to monitor and oversee compliance and enforce this policy within his/her areas of responsibility. Compliance of the tobacco free workplace policy is mandatory for all employees and persons visiting Allied Services, with no exceptions.
- B. All Allied Services employees are expected to communicate this policy to any individual using tobacco products in violation of this policy and request them to extinguish/discard the tobacco item.
- C. Employees and students who violate this policy will be subject to disciplinary action, up to and including termination, according to Allied Services Discipline and Discharge Policy #2.07.
- D. Employees, students and visitors, as well as any other individuals on Allied Services property are not permitted to loiter on or around the property of surrounding neighbors while using tobacco products – potentially causing a deterioration of good relations between Allied Services and surrounding neighbors. Trespassing on neighbor's property will not be allowed.

IV. **CESSATION ASSISTANCE:**

- A. This policy is provided in advance in order to give tobacco users time to adapt to the restrictions and to facilitate a smooth transition to a tobacco

free environment. Those employees who use tobacco and would like to take this opportunity to quit are invited to participate in the cessation program offered by Allied Services and the community and coordinated through the Employee Health Department.

- B. Allied Services offers assistance to individuals by sponsoring cessation programs and providing cessation education materials to anyone who may be interested in overcoming addiction to nicotine.

William P. Conaboy, President
President/Chief Executive Officer