

	Policy Name: <b>Tobacco Free Policy</b>		
	Section: <b>Human Resources Policy #0103</b>		
	<b>ORIGINATED: 4/97</b> <b>REVISED: 12/04; 11/07; 04/12</b> <b>REVIEWED: 3/02; 9/10, 09/13</b>		
Statutes/ Standards	<input type="checkbox"/> HIPAA	<input type="checkbox"/> DBHDD	<input type="checkbox"/> CARF
	<input type="checkbox"/> HFR	<input type="checkbox"/> DCH	<input type="checkbox"/> Other:

**TOBACCO-FREE POLICY**

Effective April 2, 2012, it is the policy of Unison Behavioral Health to prohibit smoking or the use or sale of any tobacco products on all Unison campuses.

As a health care provider committed to the health and safety of staff, consumers, physicians, visitors, and business associates, Unison is taking a leadership role on the major public health issue of tobacco use. To promote Unison’s commitment to public health and safety and to reduce the health and safety risks to those served and employed at the workplace, all Unison facilities, campuses, and vehicles are tobacco-free environments as of April 2, 2012. No smoking of cigarettes, cigars, or pipes; no use of chewing tobacco, tobacco products, or any nicotine delivery device or product (with the exception of nicotine replacement therapy [NRT] materials) will be permitted in facilities, vehicles, or on properties of Unison on or after April 2, 2012.

This policy is applicable to all employees, visitors, interns, volunteers, vendors, stakeholders, and contractors. This policy is applicable to all inpatient, residential, and outpatient consumers.

A ban on tobacco does not take away an individual’s rights as there is no “right to smoke” in Georgia. Unison Behavioral Health does not require staff, consumers or visitors to stop using tobacco; however, it is required that people do not smoke or use other tobacco products on any campus or in any Unison vehicle during work time.

**DEFINITIONS**

1. **Tobacco Products** – Cigarettes, pipes, pipe tobacco, tobacco substitutes (e.g., clove cigarettes, bidis, water pipes), chewing tobacco, snuff, or cigars.
2. **Nicotine Replacement Products** – e.g., gum, patches, lozenges, inhalers.
3. **Nicotine Delivery Devices and/or Products:** E-cigarettes, nicotine water.
4. **Workplace** – Unison workplace means facilities or properties including but not limited to all buildings, gazebos, grounds, public areas around the buildings, parking lots and sidewalks deemed to be Unison property. This also includes all vehicles owned by Unison, and any personal vehicles while on Unison property; and property leased or rented out to other entities. This policy applies regardless of whether a Unison facility or property is owned and whether or not the other tenants follow similar guidelines. Employees and consumers participating in off-site consumer

activities shall not use tobacco products.

## **GENERAL POLICY PROVISIONS**

Employees are not allowed to smoke or use any tobacco products during their paid work time, including breaks, and are encouraged not to smoke or use tobacco products during their unpaid meal period due to smoke odor. Employees who have returned to work following an off-campus meal period during which they have smoked must ensure that there is no residual odor of smoke on their clothes, hair or person before they re-enter the building.

1. No tobacco products, nicotine delivery systems, or related paraphernalia such as lighters and matches shall be used, sold or bartered anywhere on any Unison campus, including parking lots, sidewalks, and common areas; and may be possessed only in locked personal vehicles. Paraphernalia such as lighters or matches may be used by facility staff as it pertains to building maintenance.
2. It is unlawful to litter in the State of Georgia. This includes cigarette butts, matches, and other tobacco refuse.
3. Signs declaring Unison facilities “tobacco free” shall be posted at Unison entrances and other conspicuous places.
4. New employees will be advised of the provisions of this policy during New Employee Orientation.
5. Unison will post this policy in employee common areas and in the New Employee Orientation Handbook.

## **ACCOUNTABILITY**

1. The community, staff, consumers, and visitor will be informed of the tobacco-free environment policy through a variety of communication methods including literature and signage.
2. It is the responsibility of all staff to adhere to Unison’s tobacco-free environment by encouraging colleagues, consumers, visitors and others to comply with the policy.
3. Supervisors are responsible for implementing and enforcing Unison tobacco- free environment policy.

## **GUIDELINES FOR ENFORCEMENT**

### **A. Employees, volunteers, interns, and contract workers**

1. Respectful enforcement of this policy is the responsibility of all Unison employees.
2. Volunteers, vendors, lessees and contractors are expected to comply with this policy.
3. Job announcements for all positions will display a notice that Unison has a tobacco-free work environment policy. Prospective employees, affiliates, and volunteers will be informed of the policy during the interview and hiring process.
4. Employees are prohibited from smoking or using other tobacco products or nicotine delivery systems during any and all parts of their paid work shift, excluding meal periods off-grounds. Employees are encouraged not to smoke or use tobacco products

during their unpaid meal period due to smoke odor. Employees may not smoke or use other tobacco products and/or nicotine delivery systems in their private vehicles while the vehicle is on Unison grounds.

5. Employees who encounter staff or visitors who are violating the tobacco-free policy are encouraged to politely explain the policy and report the violation to the person's supervisor, if known.
6. Unison wishes to maintain good relationships with our neighbors, so all employees, affiliates, and volunteers are encouraged to be respectful of the personal property of our adjacent neighbors by not littering (including butts) or inappropriately loitering for reasons such as to utilize tobacco products.
7. Staff who fail to adhere to this policy or supervisors who fail to hold employees accountable may be subject to progressive discipline culminating in corrective or disciplinary action as defined in Unison Human Resource's policies and procedures.

## **B. Visitors**

1. Signs will be posted at main entrances and in selected locations inside and outside of Unison facilities.
2. Employees who encounter a visitor who is violating the tobacco policy are encouraged to politely explain the policy to the visitor.
3. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to the local law enforcement authorities. Law enforcement will respond to the situation as appropriate, according to their professional judgment and need to maintain a safe environment.

## **C. Outside Groups**

1. Outside Groups who use Unison facilities for meetings will be advised of this policy. Violation of the policy will result in the rescinding of approval for the group to meet on the Unison campus.
2. Use of tobacco at any Unison-sponsored event is also included in this policy.

For additional information or assistance please contact the agency's Human Resources Office at 912/449-7119.