

ORIGINAL BY: Sister Ursula Frei, S.C.C.

DATE: 1973

LAST REVISED BY: Tom Mason

DATE: Nov. 16, 2006

LAST REVIEWED BY: Tom Mason

DATE: January 2006

PAGES: 2

APPROVED BY: *Sister Romaine Nimejurske*

DATE: Sept. 6, 2006

I. STAFF AFFECTED: All Health System Employees and Volunteers

II. POLICY:

SMOKING AND USE OF ALL TOBACCO PRODUCTS IS PROHIBITED in ALL owned or leased healthcare facilities, grounds, parking lots, vehicles, and sidewalks of the Holy Spirit Health System campus and other properties, including personal vehicles parked on Holy Spirit property. Employees and volunteers are not permitted to use tobacco products during their scheduled work shift (including lunches and breaks), regardless if they leave the property.

III. PURPOSE:

- A. As part of its mission, the health system is committed to protecting the health, safety and well being of all who come into contact with Holy Spirit Health System campuses, facilities and services.
- B. Reduce the risk of potential fire hazards.
- C. To uphold the image of our health system to the community.
- D. To effectively communicate Holy Spirit's concern for wellness and health promotion.

IV. PROCEDURE:

- A. Everyone who comes into contact with Holy Spirit Health System campuses and facilities including patients, visitors, physicians, employees, vendors, contractors, volunteers, etc. are prohibited from using tobacco products anywhere on the campus of Holy Spirit Health System. This includes all healthcare related land and buildings owned by, or leased by, Holy Spirit Health System.
- B. Employees and volunteers are not permitted to use tobacco products during their scheduled work hours, regardless if they leave the property.
- C. Tobacco-Free signs are posted at all strategic entry points to the campus of Holy Spirit Health System.
- D. The Patient Registration Staff will inform patients and visitors of this policy during admission.
- E. Human Resources will inform applicants and new employees of this policy during the interview and recruitment process.
- F. Enforcement:
 - 1. Employees who do not comply with this policy will be reminded tactfully and compassionately of the policy and are referred to respective leadership for information on smoking cessation programs. However, as with all Holy Spirit policies, compliance is required.

2. Continued disregard for this policy will result in counseling. Ultimately, the employee may be required to make a choice between use of tobacco products during work hours and continuing their employment.
3. Communicating this policy to offenders of the tobacco-free policy will be facilitated with use of printed materials.
4. It is the responsibility of all employees and volunteers to respect, adhere to, and enforce this policy.
5. If enforcement assistance is required, security is available on Holy Spirit Hospital campus.
6. It is the additional responsibility of Leadership to enforce this policy as it relates to counseling and progressive discipline.
 - a. Employees and volunteers in violation of this policy will be subject to Holy Spirit's progressive discipline process in accordance with HR Performance Expectations and Counseling Policy #620.45.
 - b. Leadership will provide progressive discipline for their respective employees identified to be repeat offenders.