

SUBJECT: SMOKING

EFFECTIVE  
DATE: 02-05-10 (replaces 09-28-09)

APPROVED BY:

Reviewed: (no changes) \_\_\_\_\_  
\_\_\_\_\_

Executive Director

---

POLICY

It is the policy of McIntosh Trail Community Service Board to reduce the health hazards incurred by smoking and to provide a smoke/tobacco free work environment. Smoking is prohibited in all program facilities. Staff are also prohibited from smoking or using tobacco in any form during the provision of direct consumer services away from the facilities.

PROCEDURE

1. "No Smoking" signs shall be placed clearly and conspicuously as appropriate to indicate that each facility is a smoke/tobacco free work environment.
2. An area(s) shall be designated outside of each facility where smoking will be permitted. This area may not be a primary entrance or exit and must not present a negative image to the public.
3. Employees may smoke in the designated area(s) outside of the building during their meal period and a maximum of two discretionary fifteen minute break periods. Additional smoking break periods will not be allowed.
4. Transportation vehicles shall be designated as non-smoking areas.
5. Managers are responsible for monitoring employees' compliance with the smoking policy and procedure.
6. Employees who violate the smoking policy will be subject to progressive discipline.
7. Managers shall encourage and support staff who wish to stop smoking by permitting attendance at educational activities and other opportunities designed to help employees adjust to restrictions on smoking.
8. This policy extends to all consumers, vendors, and visitors to program facilities. Exceptions may be made by the Executive Director when necessary as part of the consumer treatment protocol or as exempted by law.
9. McIntosh Trail CSB also prohibits tobacco use, i.e., chewing tobacco and/or snuff.

Reference: JCO EC