

SUBJECT: TOBACCO USE

EFFECTIVE  
DATE: 02-23-11 (replaces 02-05-10)

APPROVED BY:

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

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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 using tobacco in any form, including chewing tobacco and/or snuff or smoking, during the provision of direct consumer services.

PROCEDURE

1. "No Smoking" signs shall be placed clearly and conspicuously as appropriate to indicate that each facility is a smoke/tobacco free environment.
2. An area(s) shall be designated outside of each facility where tobacco use is permitted. This area may not be a primary entrance or exit and must not present a negative image to the public.
3. Employees may use tobacco in the designated area(s) outside of the building during their meal period and a maximum of two discretionary fifteen minute break periods. Additional tobacco use break periods will not be allowed.
4. Transportation vehicles shall be designated as no tobacco use areas.
5. Managers are responsible for monitoring employees' compliance with the tobacco use policy and procedure.
6. Employees who violate the tobacco use policy will be subject to disciplinary action.
7. Managers shall encourage and support staff who wish to stop using tobacco by permitting attendance at educational activities and other opportunities designed to help employees adjust to restrictions on tobacco use.
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.