

SUBJECT: Smoking Policy
SECTION: Employee Relations

POLICY NO: 609
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I. TITLE: No Smoking Policy

II. PURPOSE:

To provide general guidance and direction about an ECHN Smoke Free Campus

III. POLICY:

Eastern Connecticut Health Network (ECHN) is dedicated to creating and maintaining a healthy work environment. This policy, which prohibits smoking within and at all buildings, locations and leased buildings owned or leased by ECHN is intended to eliminate the potential for exposure to second hand smoke and to create a smoke free, healthy campus both indoors and outdoors. ECHN supports employees' efforts to quit smoking and offers resources for smoking cessation as indicated on the ECHN portal (<http://echnportal/default.aspx> under the link "Let's clear the Air.")

IV. GUIDELINES:

In order to meet the policy and achieve the purpose, the following guidelines are in effect:

The policy applies to all ECHN employees and students. It is the responsibility of every member of the ECHN community to conduct him- or herself in compliance with this policy.

ECHN has posted signs indicating our smoke free status throughout all buildings and on all properties owned, leased or maintained by ECHN. All sidewalks for which ECHN is responsible for snow removal ("maintained") are covered by this policy.

Employees and students are not allowed to smoke in their vehicles when these vehicles are parked in properties owned, leased or maintained by ECHN;

Employees and students are not allowed to smoke in ECHN owned vehicles at any time.

Employees and students (if applicable) who leave their designated building for an authorized break to smoke at non-ECHN areas are required to punch out on the back of their time card when leaving authorized ECHN property and are required to return and punch back in within the allotted time from the authorized break. Neither Federal state law nor ECHN policy require a "refreshment break." Although supervisors are encouraged to allow reasonable periodic breaks for employees to refresh themselves, breaks are not a guarantee and are allowed only if business conditions provide an opportunity for a refreshment break.

Employees and students who don't follow the no smoking policy should be reminded of the policy and asked to comply accordingly. If an employee or student refuses to comply with the policy, the direct supervisor should be contacted. The supervisor will follow-up with the employee or student regarding both the policy and the resources available to assist with smoking cessation efforts, as well as remind the employee or student that continuing inability to follow the policy may also result in appropriate corrective action based upon ECHN's disciplinary process.

Employees who encounter co-workers, patients, visitors, volunteers and/or physicians who are smoking on ECHN property may, if they wish, remind that individual in a cordial manner of the ECHN smoking policy or they may use the pre-printed courtesy cards which remind the violators of the non-smoking policy and encouraging their compliance if they prefer. Otherwise, such violations should be reported to the Security Department (or in the case of employees, to the individual's department manager, or in the case of physicians, to the Medical Affairs Office).

- V. Individual Responsible for Revision: SVP Human Resources
- VII. Originated: 11/15/07 Revision Date:
- VIII. Cross Reference: Disciplinary Process #603

Senior Vice President, Human Resources

Date

President/CEO

Date
