

## **TOBACCO-FREE ENVIRONMENT**

**PURPOSE:** Lincoln Community Health Center is committed to providing an environment that is free of health hazards and promotes wellness. Therefore, smoking and the use of tobacco products are strictly prohibited on Lincoln Community Health Center premises including adjacent sidewalks and parking lots.

**POLICY:** It is the intention of Lincoln Community Health Center to be a tobacco- free entity, thereby providing a healthy work environment. All employees, independent contractors, vendors, patients and visitors are expected to comply with this policy.

**DEFINITIONS:** Tobacco Products: Cigarettes, Cigars, Chewing Tobacco, Snuff and Pipe Tobacco. Lincoln Community Health Center Premises: Buildings/Properties owned or leased by Lincoln Community Health Center; Center Parking Lots, Center Vehicles, and Sidewalks adjacent to the premises.

**GUIDELINES:**

1. Smoking or the use of tobacco products are not permitted on Lincoln Community Health Center premises to include parking lots and adjacent sidewalks.
2. The Center shall post signs that indicate the Center is enforcing a Tobacco-Free Environment.

3. Employees who violate this policy shall be subject to disciplinary action up to and including discharge as indicated in Work Rule #5.
4. The Center shall provide information and assistance to employees, independent contractors, vendors, patients and visitors on tobacco cessation.
5. The policy applies to all Center property including vehicles, parking lots and adjacent sidewalks.
6. Each employee is responsible for the enforcement of this policy. employees should notify Security of any violations of this policy and/or refer to the violator to the Tobacco Cessation Program Coordinator.

**PROCEDURE:**

1. The Tobacco-Free environment will be shared with applicants during the interviewing process. It will be reinforced that the Center does not require that employees be tobacco-free but they not utilize tobacco products on the Center's premises. Additionally, the policy will be reviewed as a part of Orientation.
2. The Center will provide periodic sessions on Tobacco Cessation prior to the implementation of the policy.