

NWF Health Network Policy & Procedure

Series: 1100

Policy Name: Smoke Free/Tobacco Free Workplace

Policy Number: 1135

Origination Date: 2/21/2019

Revised: Board Meeting of 6/22/2023

Purpose

To clarify the policy of NWF Health Network (NWFHN) regarding use of tobacco products and electronic cigarettes (vaping) on NWFHN/NWF Partnership for Better Communities (NWFPC) property and in the agencies' buildings and vehicles.

Policy

It is the policy of NWFHN/NWFPC to provide a smoke-free/tobacco-free environment for its clients, staff, and guests.

Procedure

1. NWFHN/NWFPC property, buildings and all vehicles shall be designated as smoke-free and tobacco-free for staff and so identified by visible signs.
2. This policy shall be enforced for all staff, interns, and volunteers. This policy prohibits staff from smoking, using electronic cigarettes (vaping) or using any tobacco products while on NWFHN/NWFPC property, including in any vehicles.
3. Staff shall encourage clients and guests not to smoke on NWFHN/NWFPC property and to participate in smoking cessation classes offered by NWFHN/NWFPC. Those clients and guests who choose to smoke should do so only in designated areas and properly dispose of waste.
4. New clients shall be educated on this policy at the initial visit. New staff shall be oriented at their initial appointment with HR.
5. The sale of tobacco and/or smoking products shall be prohibited on all NWFHN/NWFPC property.
6. For questions and/or information regarding tobacco cessation, please contact HR.