

TOBACCO-FREE WORKPLACE

Applicability: This policy applies to all Oak Hill employees, program participants, students, visitors, vendors, contractors and volunteers.

Purpose: Oak Hill is committed to providing a safe and healthy environment for our program participants and staff. We continue to “set the standard” by providing a tobacco-free environment to reduce health risks associated with the use of tobacco products and to promote and encourage healthy lifestyles throughout the communities we serve. Therefore, the purpose of this policy is to establish and maintain a tobacco-free environment at Oak Hill’s campus and all program locations.

Scope: This policy is designed to include all tobacco products, including but not limited to: cigarettes, smokeless tobacco, electronic cigarette devices, cigars, pipes, and *bidis*.

Policy: Oak Hill will be a tobacco-free environment effective November 17, 2011. This means that smoking or using tobacco products is prohibited on all premises and when on duty. For purposes of this Policy, the term “Premises” means all Oak Hill program locations, buildings, leased space, Oak Hill-owned vehicles and personal vehicles located or parked on campus and program locations. With respect to campus, tobacco use shall be prohibited within the gate. With respect to residential and day programs (vocational and educational), tobacco use shall be prohibited on all areas on the property, including, but not limited to, other’s private property, privately-owned parking lots and public roadways.

The Interdisciplinary Teams shall consider implementing plans for assisting our program participants to cease using tobacco products.

Staff members who smoke or use tobacco products on Oak Hill premises will be subject to progressive discipline up to and including termination from employment.

All Oak Hill staff members are required to observe and promote compliance with this policy. Visitors, vendors, contractors, volunteers and others found in violation of this policy will be courteously reminded by management of this policy and suggest they stop

smoking or using the tobacco product on the premises. Those who do not respond cooperatively to communication about the policy will be asked to leave the premises.

Cross-Reference: Rest Periods and Meal Breaks

This policy replaces the Smoking Policy dated February 28, 2009.

This policy was approved on November 23, 2011.

This policy is effective November 30, 2011.