

Smoking Policy – Employees

Highlights	Policy Statement
Smoking Provisions	<ol style="list-style-type: none"> 1. It shall be the policy of this facility to provide our employees with as near a smoke-free environment as possible. 2. While we recognize the need of many of our employees to work in a smoke-free environment, we must also respect the rights of those employees who choose to smoke. 3. It is not our intent to establish a smoking policy based on moral judgments, nor to discriminate against one group of employees. The intent of this policy is to establish fair and equitable smoking policies that are in the best interest of the employee and facility alike. 4. This facility shall comply with all state and federal laws pertaining to smoking.
Resolving Conflicts	<p style="text-align: center;">Policy Interpretation and Implementation</p> <ol style="list-style-type: none"> 1. Smoking Provisions—Employees. <ol style="list-style-type: none"> a. Employee smoking is permitted only in places outside the building where it is designated. Smoking will be prohibited in all other areas. b. Areas where smoking is permitted will be posted with a “Designated Smoking Area” sign. 2. Resolving Conflicts. <ol style="list-style-type: none"> a. Any employee who is dissatisfied with our smoking policies may file a complaint without fear of reprisal. b. Grievance procedures should be followed as outlined in a separate manual. c. Should an employee present a written, signed and dated physicians’ certification that exposure to smoke causes severe reactions, all reasonable efforts will be taken to accommodate the employee.
Residents and Visitors	<ol style="list-style-type: none"> 3. Residents and Visitors. <ol style="list-style-type: none"> a. While this policy applies primarily to our staff, certain smoking restrictions apply to our residents and visitors. b. Residents and visitors shall not be permitted to smoke in any area that is not designated as a smoking area. A resident who is confined to his/her room and is a smoker, as with all residents, will be assessed for safe smoking status and reasonable accommodations will be considered. The Administrator must give approval before a resident is allowed to smoke in his/her room. c. Visitors are not permitted to smoke in resident rooms.
Reporting Violations	<ol style="list-style-type: none"> 4. Reporting Violations. <ol style="list-style-type: none"> a. It is the responsibility of all personnel to report smoking violations. Violations should be reported to the department director as soon as practical. b. Visitors should be politely informed of our smoking regulations. If the visitor continues to violate our smoking policies, report such action to the department director or the person in charge. c. Inquiries concerning smoking regulations should be referred to the Administrator.