

TITLE	Tobacco-Free Environment		
NUMBER	NH-HR-6045	Last Revised/Reviewed Effective Date:	Jan15
TJC FUNCTIONS	HR		
APPLIES TO	Novant Health: BMC, FMC (FMC Main, CMC, KMC & all other locations), FRMC, GMC, HMC, HAMC, MMC, MPH, PMC (PMC Main, COH & all other locations), PWMC, RMC, TMC, NHMG, Freestanding Imaging Centers, Freestanding Surgery Centers, Rehabilitation Centers, Caton Merchant House, Prince William Cancer Center, All Corporate Departments, NMG Southpark Services, Shared Services, Choice Health, Foundations, Auxiliaries, Child Care Centers, and Finance Focused entities (see signature sheet for expanded list)		

I. PURPOSE / SCOPE

The purpose of this policy is to establish and support a tobacco-free environment at Novant Health.

Rationale

The mission of Novant Health is to improve the health of communities, one person at a time. In support of its mission, Novant Health:

- provides an environment which is totally free of tobacco and smokeless tobacco products, including electronic cigarettes, and
- offers nicotine dependence / smoking cessation resources to assist employees, patients, visitors and members of the community.

II. POLICY

Smoking and the use of smokeless tobacco products, including electronic cigarettes, is prohibited:

- in Novant Health facilities, including, but not limited to, hospitals, physician practices, outpatient clinics and office buildings.
- in facilities and grounds leased by Novant Health.
- in company-owned vehicles at any time and in private vehicles on Novant property, and
- anywhere on Novant Health grounds, sidewalks and parking lots / decks.

Novant employees leased to other organizations are prohibited from using tobacco products at work regardless of their facility's tobacco policy.

This policy applies to all persons, including but not limited to employees, non-employed workers, medical staff, volunteers, inpatients, outpatients, visitors, students, contractors, vendors and other guests on Novant Health premises.

Applicants / Employees

Applicants will be informed of the Tobacco-Free Environment Policy during interviews and the policy will be reviewed during New Employee Orientation. Current employees will

be educated on the policy and on nicotine dependence / smoking cessation resources. Employees have access to the following tobacco cessation resources:

- Employees on the Novant Health medical benefits plan have access to an online tobacco cessation program.
- All employees have access to the following state sponsored tobacco cessation resources:
 - North Carolina residents- www.quitlinenc.com
 - South Carolina residents- www.scdhec.gov/health/tobaccocessation
 - Virginia residents- <https://www.vdh.virginia.gov/ofhs/prevention/tucp/quitNow.htm>
 - Georgia residents- <https://dph.georgia.gov/georgia-tobacco-quit-line>

Leaving the premises to use tobacco products, while discouraged, is treated in the same manner as leaving the worksite for any other reason. Non-exempt employees are required to clock out when leaving the premises during meal periods and to clock back in upon their return. Breaks are not guaranteed but may be allowed at the discretion of the manager based on workload. Because breaks are paid time employees may not leave the premises.

Patients

Inpatients will be informed of the Tobacco-Free Environment Policy upon admission. Inpatients who request to smoke will receive education about Novant Health's tobacco-free environment, smoking cessation and alternatives to smoking. Novant Health strongly recommends that the attending physician prescribe nicotine patches or other alternatives to smoking for patients desiring to smoke. The education and recommendation should be documented on the facility's patient education record.

If the patient does not comply with the policy, the following steps may be taken:

- Reeducate the patient on the policy and document the discussion, the alternatives to smoking offered and the patient's response on the education record.
- Ask the patient to voluntarily surrender smoking materials and document the patient's response.
- Contact the attending physician, who will be asked to discuss health/safety concerns and the Tobacco-Free Environment Policy with the patient. Noncompliance will be resolved on a case-by-case basis.
- If the patient insists upon leaving the premises anyway to smoke, complete the Smoking Against Medical Advice form, as appropriate.

Patients are not allowed to leave Novant Health premises to use tobacco products. Patients who leave do so against medical advice and at their own risk.

Visitors / Other Guests

Signs will be posted at visitor entrances and throughout facilities explaining that tobacco products are not permitted anywhere on Novant Health premises. Informational cards explaining the rationale for the policy and nicotine dependence / smoking cessation resources will be given to people who are observed using tobacco on Novant premises. Using scripted dialogue, employees should tactfully approach individuals who are non-compliant, explain the policy and offer information on smoking cessation.

Enforcement

Enforcement of the Tobacco-Free Environment Policy is the responsibility of all employees. The Public Safety Department will respond when a visitor refuses to comply with the policy. Individuals refusing to comply may be asked to leave or be escorted from Novant Health premises.

Employee Violations

Employees who smoke or use tobacco products on Novant Health premises are in violation of this policy and will be subject to the Progressive Discipline Policy (HR 6040). The progressive discipline process may include up to three steps:

1. documented oral warning for the first violation;
2. written warning/probation for the second violation;
3. discharge for the third violation.

Immediate termination of employment may be recommended if the smoking violation involves a potential threat to safety (smoking where combustible supplies or flammable liquids or gasses are stored and used, for example).

Exception

If Novant Health is leasing space in one of its facilities to a non-Novant company, Novant will ask the tenant to be tobacco-free. However, Novant cannot make this a requirement if it is not in the current lease agreement.

III. QUALIFIED PERSONNEL

N/A

IV. EQUIPMENT

N/A

V. PROCEDURE

The procedure serves as a guideline to assist personnel in accomplishing the goals of the policy. While following these procedural guidelines personnel are expected to exercise judgment within their scope of practice and/or job responsibilities.

N/A

VI. DOCUMENTATION

N/A

VII. DEFINITIONS

Tobacco: includes, but is not limited to, cigarettes, cigars, pipe tobacco and smokeless tobacco in all forms.

Electronic cigarette: a nicotine delivery device that offers the look and feel of smoking a

cigarette.

VIII. RELATED DOCUMENTS

Novant Health Progressive Discipline Policy #6040

IX. REFERENCES

Does not apply.

X. SUBMITTED BY

Corporate Director Employee Relations

XI. KEY WORDS

Smoking, smokeless tobacco, tobacco products, smoke, cigarettes, electronic cigarettes

XII. INITIAL EFFECTIVE DATE	April 2, 2007
DATE REVISIONS EFFECTIVE	8/2008, 7/2011, 1/2015
DATE REVIEWED (No Changes)	Add HAMC 11/25/13, 3/2014
Date Due for Next Review	1/2018

SIGNATURE SHEET

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ACTION	Revised

POLICY APPROVED BY:

Title	Approved By	Signature	Date
Sr Vice President of Human Resources	Janet Smith-Hill		See electronic approval

COMMITTEES APPROVED BY:

Committee	Chairperson/Designee	Date