

TOBACCO/E-CIGARETTE FREE WORKPLACE**SECTION 5.11****Effective Date: October 15, 2015****Update and approval: May 18, 2017****Approved By: Governing Board** **Revised Date: May 18, 2017****DIRECTIVE:**

The Community Action Committee of Pike County is dedicated to providing a healthful, comfortable, and productive workplace for all of its employees. In light of scientific evidence that tobacco use is hazardous to health, it is the intent of CAC of Pike County to establish a tobacco-free environment, and to engage in coordinated tobacco prevention activities. Consequently, tobacco use, distribution, or sale by staff for others on agency premises, in agency owned, rented, or leased vehicles is prohibited.

Definitions: (for the purposes of this policy)

Tobacco is defined to include any lighted or unlighted cigarette, e-cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco in any form. Spit tobacco is also known as "smokeless," "dip," "chew," or "snuff."

POLICY:

As of January 1, 2015 the CAC of Pike County will be a tobacco free environment and tobacco use of any kind will not be allowed on or in any agency property.

Tobacco Prohibitions:

1. Tobacco use is strictly prohibited on the premises of all CAC property.
2. CAC staff and volunteers shall not engage in tobacco use on CAC premises or in CAC vehicles.
3. Any violation of this policy will lead to disciplinary action up to and including dismissal from the property or termination from employment.
4. Contracted employees, customers, and patients shall not engage in tobacco use on CAC premises or in CAC vehicles.

Tobacco Prevention Activities:

1. The Wellness Committee shall ensure that appropriate tobacco messages are incorporated in newsletters, education and resource materials.
2. The Wellness Committee shall collaborate with agencies and groups that conduct tobacco use prevention activities and education to assist in providing services to those who wish to eliminate the use of tobacco.

3. The Wellness Committee shall promote cessation resources to staff and volunteers and offer these as possible alternatives to discipline for violations of tobacco use policies at the discretion of the Executive Committee.
4. CAC has a Cessation Specialist on staff who can refer staff who would like to quit smoking to a specialist.
5. CAC will further support staff in their effort to quit smoking by providing time for smoking cessation classes. Staff will need to get prior approval from their supervisor to attend smoking cessation classes.

Facility Signs and Program Communication:

1. CAC will post signage in facilities and vehicles to communicate the no tobacco use policy.
2. Staff will be informed of this policy through such means as the Procedures Manual, orientation and training provided by supervisors.
 1. This policy shall remain in force at all times.