

MERITUS MEDICAL CENTER, INC

DEPARTMENT: Human Resources
POLICY NAME: Tobacco Free Workday
POLICY NUMBER: HR – V-04
RESPONSIBLE PERSON: VP, Human Resources
EFFECTIVE DATE: 2/1/2016
REVISION DATE:
REVIEWED DATE: **11/4/2020**

SCOPE

The policy applies to all employees, employed providers, physicians, volunteers, students and contract staff at all MMC locations.

PURPOSE

As a health care provider and health care advocate, Meritus Medical Center promotes health and encourages healthy lifestyles throughout our community. Our Tobacco Free policy reflects a consensus among medical professionals, as well as other health systems throughout the region.

POLICY

The policy of Meritus Medical Center is to provide an environment free of tobacco and related products. Tobacco and related products include, but are not limited to cigarettes, cigars, pipe smoking, chewing tobacco, snuff, and e-cigarettes/vaping.

PROCEDURE

1. Employees are encouraged to utilize tobacco cessation programs available to Meritus staff including, but not limited to: tobacco cessation classes, tobacco counseling, Nicotine replacement therapy (such as patch or gum) or prescription medications such as Chantix or Zyban.
 2. First violation of this policy will be addressed through a class III final written warning (or the Medical Staff bylaws if applicable). An additional violation will result in additional corrective action up to and including termination of employment.
 3. All persons as noted in the policy statement are expected to comply with the Tobacco Free Workday Policy. Regardless of work location, employees, employed providers, physicians, volunteers, students and contract staff may not use tobacco/related products at any time during their shift, including during meal breaks or other break periods.
 4. Clothing worn during the shift must be free of the odor of smoke and tobacco. Employees who present to work with a strong tobacco odor in their clothing may be required to change into hospital scrubs.
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MODIFICATION AND INTERPRETATION:

Meritus reserves the right to modify this policy and procedure at any time.

The Human Resources Department is available to all staff members to provide assistance with questions and interpretation of this policy.