

**COMMUNITY RESEARCH FOUNDATION
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**NUMBER 821.10
EFFECTIVE DATE: 9/16
Page 1 of 1**

HEALTH AND SAFETY

TOBACCO USE POLICY FOR WORKFORCE MEMBERS

INTRODUCTION

In order to provide a healthy and safe environment for employees, clients, families and visitors and to promote positive health behaviors, Community Research Foundation (CRF) has developed a policy which restricts the use of tobacco and related products on CRF facility property and while performing work-related duties. We are not requiring that individuals quit using tobacco or related products, rather we are no longer allowing their use while on work premises and/or performing work-related duties. For those who are considering quitting and/or are ready to quit, CRF fully supports these efforts. Several resources are available to benefitted employees such as employee medical benefits, the [Employee Assistance Program \(EAP\)](#), and activities hosted by the CRF Wellness Committee (i.e. The Great American Smoke-out). There are also many free community resources available that can assist any member of the workforce, regardless of benefit status, such as 1-800 No Butts ([California Smoker's Helpline](#)), 1-800 Quit Now ([Centers for Disease Control and Prevention](#)), and [smokefree.gov](#). Please contact a supervisor or a benefits specialist in the Human Resources Department for additional information on any of these resources to assist you with your tobacco cessation goals.

POLICY

It is the policy of CRF to prohibit workforce members from using tobacco products* of any form while performing CRF-related duties. Workforce members include employees, interns, practicum students, volunteers, agency temporary workers, and authorized contractors. Workforce members are prohibited from using any tobacco product within 20 feet of a CRF facility, including inside CRF vehicles and outdoor places where occupational duties are performed. Workforce members shall also refrain from providing and/or using tobacco products to/with clients. Tobacco products may only be used by workforce members during scheduled breaks, which must be taken away from a CRF facility. The workforce member must return to the workplace without any evidence of tobacco use, for example, reporting to work without tobacco odor on breath, clothes or belongings and with no visible tobacco products or paraphernalia.

*Tobacco products may include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco products, electronic cigarettes, hookah/vape products, and any other new tobacco or smokeless tobacco products that are available.