

Facility/Program Policies and Procedures

Program/Facility: North County Serenity House

Managing Director: Shaina Zura

Policy Title: Smoke-free Workplace

Effective Date: 7/1/15

Policy/Procedure:

In recognition of our mission to improve and maintain wellness in all individuals, and the significant hazards of exposure to first-, second- and third-hand smoke, North County Serenity House (NCSH) shall maintain a smoke-free policy for all employees.

The policy shall apply to all smoking and tobacco products, including but not limited to, cigarettes, cigars, pipes, electronic smoking devices, and oral tobacco products. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

All employees are prohibited from smoking and using tobacco products on the premises of any NCSH sites and/or while engaging in NCSH business in the community. Further, employees are prohibited from using these products within 100 feet of, or while in view of any sites, including while inside personal vehicles.

Smoking products and/or paraphernalia of employees must be maintained out of view of all persons while on NCSH property and while engaging in NCSH business in the community.

Use of smoking or tobacco products is prohibited in all company vehicles by all parties, including employees.

Employees are prohibited from presenting with the odor of smoke, tobacco, or similar products during work hours or while conducting NCSH business in the community.

Additional breaks beyond the standard employee policy shall not be granted for the purposes of using tobacco or similar products.

Compliance with the smoke-free workplace policy is mandatory for all employees with no exceptions. Employees found in non-compliance of the policy shall be subject to disciplinary action.