PURPOSE
The use of all tobacco products (cigarettes, cigars, pipes, and smokeless tobacco) is prohibited within all buildings and on all properties owned or leased by Saint Luke’s Health System and its subsidiaries and within all vehicles parked on these premises. The purpose is to promote wellness and a clean-air environment for patients, visitors and employees.

This Policy applies to all employees, patients, medical staff, students, contract personnel, auxiliaries, residents, volunteers, visitors, vendors and tenants of Saint Luke’s Health System property. It includes all buildings and properties owned, leased, controlled or maintained by Saint Luke’s Health System.

Effective August 1, 2011 only non-tobacco users will be hired by Saint Luke’s Health System. During the application process each new applicant must certify that they do not use tobacco products. All individuals that have been offered a position at a SLHS entity must complete a test for nicotine during their post-offer pre-employment screening process. Offers of positions to prospective employees of an SLHS entity who test positive for nicotine will be rescinded. A positive test for nicotine due to the applicant’s use of nicotine replacement therapy will result in the applicant’s offer of employment being rescinded.

Whenever appropriate all job recruitment advertisements will indicate that Saint Luke’s Health System does not hire people who use tobacco.

For those employees hired before August 1, 2011 all the remaining provisions of this policy remain in force.

POLICY
A. General
1. Use of tobacco products is prohibited in all buildings owned by Saint Luke’s Health System and on all grounds owned, leased, controlled or maintained by Saint Luke’s Health System and its subsidiaries.
2. No tobacco sales will be allowed on Saint Luke’s Health System properties.
3. Communication of this policy will be via signage on each Saint Luke’s Health System campus, written or verbal notices upon admission and assessment processes and by verbal reminders from entity staff, when necessary.
4. Tobacco product use will not be allowed in Saint Luke’s Health System owned vehicles or personal vehicles parked on Health System property. This includes on all grounds owned, leased, controlled or maintained by Saint Luke’s Health System and its subsidiaries.
5. Littering of tobacco related or any other products is prohibited on all Health...
System and neighboring properties.
6. Each inpatient or outpatient upon registration will stipulate to the following via their signature on the general consent to treatment form:
   I understand that Saint Luke’s Health System is tobacco free. I cannot smoke or use tobacco of any kind in my room or anywhere in the hospital or its grounds.

B. Employee Responsibility
1. Employees are prohibited from using tobacco products during paid working hours, regardless of whether they are on or off Saint Luke’s Health System (SLHS) property; this includes paid breaks. All employees will uphold the Rules of Conduct by remaining free of odor from tobacco products during working hours.
2. The use of “e-cigarettes” (a device that atomizes liquid nicotine into a vapor that is inhaled by the user, and then exhaled into the environment) is also prohibited by this policy due to the fact that the safety of these products is still under evaluation and studies have found that these products contain carcinogens and other toxic chemicals.
3. Employees may not smoke or use tobacco products during paid working hours at any location, including off site locations such as sidewalks, streets, street medians or on sidewalks or streets bordering neighboring homes or other buildings.
4. At all times, employees are expected to be respectful of the neighbors of SLHS and may not loiter around homes or other buildings or use or discard tobacco products at these locations. Every employee will assist with the enforcement of the policy, including reminding any violator about this policy and reporting the incident to a supervisor, manager or to security.
5. Any employee who uses tobacco in violation of this policy will face disciplinary action beginning with a written warning (assuming no prior discipline) and in accordance with our Rules of Conduct Policy.
6. Employees who are directly observed using tobacco products will be required to complete a nicotine test in Employee Health. If the test is positive they will receive a final written warning and be encouraged to attend an EAP tobacco cessation program. The next occurrence will result in termination. If the employee is already in active discipline, they will be immediately terminated.

C. Department Director/Manager Responsibility
1. Department/Unit Directors and Practice Managers are responsible and
accountable for implementing and managing this policy. This responsibility includes, but is not limited to:

A. Ensure all patients are educated about the tobacco-free policy before and during their admission and/or at other times patients are on owned or leased Health System properties.
B. Ensure all visitors, patients, physicians, employees, auxiliaries, volunteers, vendors and public are made aware of the tobacco-free policy.
C. Ensure that all current and new employees under their supervision have reviewed and have been advised of the purpose and intent of the policy. Violation of this policy will be treated like any other policy infraction.
D. Ensure that patients, visitors, physicians, vendors and public within their areas comply with this policy.
E. Ensure that all applicants for employment are aware of this policy.
F. Respond promptly and consistently to any violation of the tobacco-free policy.

D. Security Staff Responsibility
1. Ensure that any employee, visitor, patient, volunteer, auxilian, vendor, or physician is approached if they are using tobacco products. The person or persons are to be reminded of the policy and the employee’s supervisor is to be notified per entity procedures when a violation by an employee occurs.

E. Human Resources Responsibility
1. Ensure the Tobacco-Free policy is reviewed at new employee orientation.
2. Ensure that the discipline taken in response to any violation of policies is handled in a fair and equitable manner and in accordance with the Rules of Conduct Policy.
3. Inform applicants of the tobacco-free policy before SLHS makes an offer of employment.

F. Tobacco Use Cessation Opportunities
1. The use of FDA approved methods to control symptoms during work hours as an adjunct to a stop-smoking program, such as the Nicotine Patch or Nicotine Gum is permitted in SLHS facilities and properties. The SLHS will provide employees with referrals to stop-smoking programs within our Health System and/or the community at large.
2. Individual smoking cessation coaching will also be available through the EAP in face-to-face meetings or telephonic services.

Saint Luke’s Health System reserves the right to change this policy. Employees who have questions regarding information contained in this policy should contact their Director/Manager or the Director of Human Resources for their entity.

SEE ALSO
Rules of Conduct (HR-036)

THIS DOCUMENT APPLIES TO:
Anderson County Hospital (d/b/a for Saint Luke’s Hospital of Garnett, Inc.)
Anderson County Hospital Long Term Care Unit (d/b/a for Saint Luke’s Hospital of Garnett, Inc.)
Family Care Center (FCC) at Anderson County Hospital (d/b/a for Saint Luke’s Hospital of Garnett, Inc.)
Family Care Center South (FCCS) at Anderson County Hospital (d/b/a for Saint Luke’s Hospital of Garnett, Inc.)
Bishop Spencer Place
Hedrick Medical Center (d/b/a for Saint Luke’s Hospital of Chillicothe)
Hedrick Family Care at Hedrick Medical Center (d/b/a for Saint Luke’s Hospital of Chillicothe)
Saint Luke’s Cushing Hospital
Saint Luke’s East Hospital
Saint Luke’s Hospital of Kansas City
Saint Luke’s Hospital of Kansas City Crittenton Children’s Center Campus
Saint Luke’s South Hospital, Inc.
Wright Memorial Hospital (d/b/a for Saint Luke’s Hospital of Trenton, Inc.)
Saint Luke’s Mercer County Clinic at Wright Memorial Hospital (d/b/a for Saint Luke’s Hospital of Trenton, Inc.)
Wright Memorial Physician Group at Wright Memorial Hospital (d/b/a for Saint Luke’s Hospital of Trenton, Inc.)
Saint Luke’s Health System
Saint Luke’s Health System Home Care and Hospice
Saint Luke’s Neighborhood Clinics, LLC
Advanced Urologic Associates, Inc.
Medical Plaza Imaging Associates, Inc.
Saint Luke’s Physician Group
Saint Luke’s Care
Saint Luke's College of Health Sciences
Ventura Financial Services, Inc.
Saint Luke's Surgery Center Shoal Creek, LLC

APPROVALS

Dawn Murphy, Senior VP, Human Resources
04/26/2018
Date

ISSUED BY: Human Resources
EFFECTIVE DATE: 04/30/2018
SUPERSEDES EFFECTIVE DATE: 01/01/1983, 01/01/1992, 03/01/2000, 08/01/2009, 08/01/2011, 01/02/2014, 01/01/2016, 03/19/2018
APPROVED BY: Senior Executive Team
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