

## **Smoke and Tobacco Free Workplace Policy**

*Effective as of July 1, 2014*

### **Introduction**

SPIN has a vital interest in maintaining a safe and healthy environment for our employees, individuals and visitors. Research findings show that use of tobacco products in general constitutes a significant health hazard. The Wellness Programs of SPIN perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products. In addition, tobacco use is a serious safety concern and has been specifically listed as a contributing factor in a number of fires across the nation, many of which have resulted in fatalities or major damage.

### **Definitions**

- A.** “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- B.** “Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.
- C.** “Members of the SPIN community” include its staff, volunteers, customers and visitors.

### **Policy**

- A.** This regulation applies to all members of the SPIN community.
- B.** The use of all tobacco products is prohibited on all SPIN property that is owned, operated, leased, occupied, or controlled by the organization except as otherwise provided below (see Section IV - Exceptions and Limitations). “Property” for purposes of this paragraph includes buildings and structures, grounds, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas.
- C.** It is an expectation that SPIN employees who choose to smoke will respect the property of our neighbors and will not infringe on any guidelines or rules that they may have in place. Tobacco users are responsible for disposing of all tobacco products in appropriate receptacles.

## **Exceptions and Limitations**

- A.** Smoking is permitted at the residential homes where the individuals that we support smoke, however, SPIN employees are not permitted to smoke with the individuals. Only the individual will be permitted to smoke at the designated area.
- B.** Tobacco use may be permitted for clinical or ceremonial purposes with prior approval of the CEO or Executive Director.
- C.** Tobacco use may be permitted on properties that SPIN owns, but leases or otherwise conveys an interest to a non-SPIN party (i.e. NCC Room Rental Agreement), according to the provisions of the applicable agreement, and with the prior approval of the COO.

## **Delegation**

Authority for enforcement of this policy is vested with the CEO, the Executive Director, the COO or the appropriate Corporate Officer for the program.

## **Compliance**

Violation of this policy could result in progressive supervisories for Failure to Follow SPIN Policies and Procedures. Visitors refusing to comply may be asked to leave the SPIN premises.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the Human Resource Department by contacting the Director of HR at 215.612.7640 or e-mail directly [jdfenton@spininc.org](mailto:jdfenton@spininc.org).