



1414 Kuhl Ave.  
 Orlando, Florida 32806  
 321.843.7000

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|-----------------|------------------------|-----------|-------------------|
| Type of Policy: | <b>HUMAN RESOURCES</b> | Category: | <b>WORK RULES</b> |
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| Title:          | <b>TOBACCO FREE ENVIRONMENT/TEAM MEMBERS</b> | Policy #:     | <b>5916-1520</b>                                     |
| Page:           | 1 of 2                                       | Replaces #:   |  |
| Issue Date:     | <b>7/08</b>                                  | Developed By: | Employee Relations                                   |
| Revision Dates: | 7/11, 12/12                                  | Approved By:  | Vice President Human Resources<br><i>Nancy Dixon</i> |

**I. PURPOSE:**

This policy describes one initiative to support the patient-first strategy of Orlando Health by providing a tobacco free environment for all patients, guests and team members on Orlando Health properties and/or in Orlando Health workplaces.

**II. DEFINITIONS:**

When used in this policy, these terms have the following meaning:

- A. Tobacco Free: includes but is not limited to cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco.
- B. Legal Rights: Employers have a legal right to eliminate smoking and the use of tobacco products on their property. People who smoke do not have the right to violate the employer’s Tobacco-Free Environment policy.
- C. Work Locations: Buildings and property, including grounds, sidewalks parking lots, garages and stairwells, owned or leased by Orlando Health (including inside personal vehicles parked on the grounds). Public sidewalks, streets, and property are excluded from this policy.

**III. POLICY:**

It is the policy of Orlando Health that

- A. Tobacco use is not permitted at any time during a team member’s scheduled work shift regardless if the team member leaves the property for lunch or breaks.
- B. Tobacco use is prohibited on owned or leased property and in Orlando Health owned and/or rented vehicles.
- C. Noticeable tobacco or smoke odors which may be offensive to patients and team members at any time are not allowed.
- D. Use of tobacco products on contiguous property, perimeter sidewalks and streets, and other public access adjacent to Orlando Health properties is prohibited.

**IV. PROCEDURE:**

- A. Signs are posted at each facility’s entrances and displayed in prominent visible areas informing patients and visitors of the tobacco free environment.
- B. Job applicants are informed of the no-smoking policy during the hiring interview.
- C. New team members are orientated to the Orlando Health tobacco free policy.
- D. Team members who use their private vehicles for Orlando Health business or services such as home health, are to refrain from using tobacco products during working hours to include driving to and from patients’ homes.
- E. Team members on the Orlando Health health plan are provided assistance via smoking cessation programs and other support methods if they wish to stop smoking.
- F. All Orlando Health team members and leadership staff are required to observe and promote compliance with the tobacco free policy.
  - 1. Leaders and team members are responsible for ensuring compliance by other team members. Team members observing a co-worker violating the tobacco free policy are requested to courteously remind the team member of the tobacco free policy and suggest tobacco materials be extinguished and/or discarded.



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- 2. In the event a smoking violation involves a potential threat to health or safety (smoking where combustible supplies flammable liquids, gases, or oxygen are used or stored) Security should be called for additional support.
- G. Team members who use tobacco during work time and/or in prohibited areas will be subject to the progressive disciplinary process with action up to and including termination of employment.
- H. Orlando Health team members should not ask other tenants and their visitors to stop smoking or using tobacco products on leased property.

**V. DOCUMENTATION:**  
None.

- VI. REFERENCES:**
- A. Orlando Health's *Focus on Benefits*.
  - B. Human Resources Policy and Procedure #5916-1510, *Discipline/Termination*.
  - C. Patient Care Policy and Procedure #0495, *Tobacco Free Environment/Patients*.

**VII. ATTACHMENTS:**  
None.