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| Type of Policy: | HUMAN RESOURCES | Category: | WORKPLACE EXPECTATIONS |
| Title: | TOBACCO AND ELECTRONIC SMOKING DEVICES FREE ENVIRONMENT/TEAM MEMBERS | Policy #: | 5916-1520 |
| Page: | 1 of 2 | Replaces #: | |
| Issue Date: | 7/08 | Developed By: | Employee Relations |
| Revision Dates: | 7/11, 12/12, 3/14,9/14,9/17, 9/20 | Approved By: | Vice President Human Resources <i>Karen Z. Preme</i> |

I. PURPOSE:

The Orlando Health Way is our culture of caring for and caring about our customers and team members by developing relationships. This policy supports the culture by providing a safe environment, free of tobacco and electronic smoking devices 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. Electronic smoking devices: E-cigarettes, e-cigars and similar devices used for inhaling nicotine, flavors and/or other substances (“vaping”).
- B. Tobacco: Includes but is not limited to cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco.
- 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. Orlando Health is tobacco free at all locations.
- B. The use of tobacco or electronic smoking devices is not permitted at any time during a team member’s scheduled work shift, while on Orlando Health property or while in Orlando Health vehicles.
- C. The use of tobacco or electronic smoking devices and/or liquid filler for electronic smoking devices is prohibited on owned or leased property and in Orlando Health owned and/or rented vehicles.
- D. Noticeable tobacco, smoke or vapor odors which may be offensive to patients and team members at any time are not allowed.

IV. PROCEDURE:

- A. Signs are posted at each facility’s entrances and displayed in prominent visible areas informing patients and visitors of the tobacco and electronic smoking devices free environment.
- B. Job applicants are informed of the no-smoking/no-vaping policy during the hiring interview.
- C. New team members are orientated to the Orlando Health tobacco and electronic smoking devices 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 and electronic smoking devices during working hours to include driving to and from patients’ homes.
- E. Team members who participate in Orlando Health’s health insurance plans 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 and electronic smoking devices free policy.
 - 1. Leaders and team members are responsible for ensuring compliance by other team members.

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Team members observing a co-worker violating this policy are requested to courteously remind the team member of the tobacco and electronic smoking devices free policy and suggest the conduct cease.

- 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 and electronic smoking devices during work time and/or in prohibited areas will be subject to the performance and behavioral counseling 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 and electronic smoking devices on leased property.

V. DOCUMENTATION:

None.

VI. REFERENCES:

- A. Orlando Health's *Focus on Benefits*.
- B. Human Resources Policy and Procedure #5916-1526, *Performance and Behavioral Counseling*.
- C. Patient Care Policy and Procedure #0495, *Tobacco Free Environment/Patients*.

VII. ATTACHMENTS:

None.