

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.2.3

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SUBJECT: SMOKE;TOBACCO;VAPOR FREE POLICY

DEPARTMENTS AFFECTED: ALL APPROVED BY:

ISSUED: 12/01/90 REVISION DATE: 10/31/96; 6/11/98 ; 8-01-11 ; 7-01-2015 EFF.

DATE 12-01-90

PURPOSE:

To protect and promote the health and well being of employees, visitors, volunteers, and our clients. Marklund has an obligation to its employees and the public to take action known to protect peoples' health. The use of tobacco, nicotine, or vapor products by employees or visitors compromises the mission of Marklund.

POLICY: All areas of the workplace and Marklund owned or leased properties are now smoke, tobacco, and vapor-free, without exception. This includes the building, grounds, parking lots, Marklund owned vehicles at all times, and any vehicles on the property. As an employee the use of any of these products is prohibited while working. In addition, this policy prohibits the use of these products on any Marklund property or while participating in any Marklund outing and/or event. This includes employee, volunteer, student intern, visitor, family member or vendor, etc.

PROCEDURE:

Effective 7-31-11, at 11 p.m. all ashtrays will be removed from all areas of Marklund property. Signs stating this policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. All employees, volunteers, student interns, vendors, and families will be made aware of this new policy prior to 7-31-11. All new employees will receive this information as part of their orientation, new families will receive this information as part of the admission packet, all others will receive this information from the Administrator or Director before services or internships begin.

Copies of a document acknowledging this new policy will be kept as follows:

- Employee copies will be kept by the Human Resources Department
- Volunteer copies will be kept by the Volunteer Manager
- Student Intern copies will be kept by the respective department director
- Vendor copies will be kept by the Finance Department
- Family's copies will be kept by the Social Service Coordinator.

The enforcement of this policy is the shared responsibility of all Marklund employees. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to families and visitors. If difficulties arise with compliance

of this policy, please notify the Human Resources Director.

For purposes of this policy, normal developmental action will not apply. Any employee that violates this policy will receive only one written warning (see attached). The next violation may result in immediate termination.

Marklund encourages all employees who use tobacco to quit. The Marklund EAP program provides assistance with smoking cessation. Smoking cessation programs are also available through the Marklund health insurance program.

HR POLICY 3.2.3
Smoke-Free/Tobacco/Vapor-Free Policy
Signature Page

IN-SERVICE LEADER: _____

DATE OF INSERVICE: _____

Objectives:

Marklund has instituted a Smoke-Free/Tobacco/Vapor-Free Policy effective August 1, 2011.
The policy is reviewed in its entirety at this in-service.

By signing below you are stating that the in-service has been completed with you and you understand the HR Policy 3.2.3 – Smoke-Free/Tobacco/Vapor-Free Policy and the consequences that may occur if you violate this policy.

Employee Signature

Employee Printed Name

Instructor's Signature