

## Non-Smoking; Tobacco Free; Vapor Free Policy

### **PURPOSE:**

To protect and promote the health and well-being of employees, visitors, volunteers, and our students. 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 smoke-free, tobacco-free, 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 on any Marklund property or while participating in any Marklund outing and/or event. This includes employees, volunteers, student intern, visitor, family member or vendor, etc.

All employees, volunteers, student interns, vendors, and families will be made aware of this policy. 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 Director of Education before services or internship begin.

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