

#### POLICY AND PROCEDURE MANUAL

Chapter:	Health, Safety & Security Management		
Title:	Tobacco-Free Facilities		
Policy: ⊠	Review Cycle: Triennial	Adopted Date: 11.2020	Related Policies:
Procedure: □	Author: CEO/Designee	Review Date: 05.2023	

## **Purpose:**

Hopeful Horizons (HH) is committed to providing a healthy and safe workplace and treatment/service environment for employees, clients, and others visiting HH facilities by limiting exposure to tobacco smoke, emissions produced by electronic smoking devices, and second-hand smoke by prohibiting use of tobacco. This policy is established to comply with the Clean Indoor Air Act of 1990.

# Scope:

This policy applies to

**⋈** HH Board Members **⋈** HH Volunteers

☑ Other: Clients, Visitors and Contractors in HHs' operated facilities

#### **Policy:**

Use of tobacco and alternative smoking devices shall be prohibited in all enclosed areas of HH, in accordance with applicable law. Each location shall designate an outdoor smoking area that is conspicuously marked with signage. Smoking, other forms of tobacco use and/or legal alternative smoking devices shall be restricted to those designated areas. Smoking shall also be prohibited in HH owned or leased vehicles used by employees.

## **Communication and Training:**

This policy shall be reviewed at the time of initial employee orientation and during the periodic review process. Once the policy is approved/reaffirmed by the Board, employees will be notified of substantive changes. HH policies are available on the website and procedures are available on the employee portal.

#### **Definitions:**

- 1. Alternative Smoking Devices: Battery-powered devices, such as electronic cigarettes, ecigarettes, vaping devices, and vape pens, are used to smoke or "vape" a flavored solution that usually contains nicotine.
- 2. Smoking: The burning of a lighted cigarette, cigar, pipe, or any other matter or substance that contains tobacco; or the use of an electronic smoking device that creates an aerosol or vapor, in any manner or any form.
- 3. Workplace: Any indoor area or portion thereof under the control of the state in which employees and/or consultants and contractors perform state services.
- 4. Tobacco: Any type of tobacco product including, but not limited to cigarettes, cigars, cigarillos, electronic cigarettes (vaping), pipes, bidis, hookahs, smokeless, chewing/spit tobacco or snuff.

# **Other Related Materials:**

NA

References/Legal Authority: Clean Indoor Air Act of 1990, SC Code of Laws 44-95-10-60.

**Change Log:** 

Date of Change	Description of Change	Responsible Party
5.2023	Updates the policy template; Broadens the scope to include all types of tobacco products and other smokeless devises; Adds the requirement for conspicuous signage in smoking areas; Adds Definitions, Communication & Training and appropriate legal references.	N. Miller, Prog. Eval. Consultant