

Organizational Policy

Chapter:	Safety & Risk Management	Date Established:	2018
Policy Name:	Smoke & Tobacco Free Property	Last Date Approved:	4/2/2019
Policy #:	ORG.70.14	Last Date Reviewed:	4/2/2019

Purpose:

Catholic Community Services (CCS), Catholic Community Services Foundation (CCSF), and the Integrated Services Network (ISN) are dedicated to providing a culture of health & wellness for employees and the people we serve.

Policy:

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it is the policy of CCS/CCSF/ISN, to provide a tobacco-free environment for all employees and visitors. This policy covers all tobacco products including, but not limited to cigarettes, e-cigarettes, vape pens, cigars, pipes, and chewing tobacco, may not be used on any property or in any fleet vehicle, and it applies to both employees and non-employee visitors of all CCS/CCSF/ISN properties and worksites. Medically approved nicotine cessation products will be allowed.

Procedures:

1. No use of tobacco products is permitted within the facilities or on the property of CCS/CCSF/ISN at any time.
2. There will be no use of any form of tobacco in fleet vehicles at any time.
3. Employees will be informed of this policy through signs posted in facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.
4. Visitors will be informed of this policy through signs, and it will be explained at program intake.
5. Support will be provided to employees who want to quit tobacco through approved available resources.
6. Any violations of this policy are subject to the standard disciplinary procedure.

External References

- COA: ASE Administrative & Service Environment
- BOLI: Rest & Meal Periods for Adult Employees
- ORS: 433.835-870