

Bethany Life Communities	Effective Date: 1-1-09	Date Revised:
<i>Iowa Smokefree Air Act IAC 641 - 153.</i>	Page 1 of 1	

Policy Statement

Bethany Life Communities is committed to providing an environment free of all tobacco products (cigarettes, cigars, pipes, and smokeless tobacco). This policy covers:

- All BLC owned buildings and parking areas as well as adjacent sidewalks, and private properties within a one block radius of BLC owned properties.
- All vehicles owned by BLC and employee-owned vehicles parked on these properties.
- All home visits and in the car while driving between visits and/or facilities
- All employees, residents, tenants, medical staff, students, contract personnel, volunteers, visitors, and vendors of BLC.

It is the policy of BLC to promote the health, well being and safety of all employees, residents, tenants, medical staff, students, contract personnel, volunteers, visitors, vendors while on BLC premises. Tobacco is a proven health and safety hazard, both to tobacco users and non-smokers who are exposed to secondhand smoke. Tobacco use is inconsistent with our healthcare mission and thus is not permitted as stated above. The use of tobacco products by employees compromises our image as a healthcare provider and is not allowed during paid time.

Policy Interpretation and Implementation

General

- ✓ Use of tobacco products is prohibited in all BLC owned and leased buildings and parking areas including all off-site properties; adjacent sidewalks; and private properties within a one block radius of BLC owned properties and parking areas; and all vehicles owned by BLC. Use of tobacco products is not permitted in employee-owned vehicles parked at BLC owned and leased buildings.
- ✓ Sales of tobacco products are not permitted on any BLC owned and leased buildings including all off-site properties, and all other properties maintained by BLC.
- ✓ This policy will be communicated to employees, residents, medical staff, students, contract personnel, volunteers, visitors, vendors, and tenants through appropriate signage, during preadmission, admission and assessment processes, newsletters, media events, advertisements, BLC's website, job posting/advertisements and by reminders, as needed, from BLC employees.
- ✓ Littering of tobacco related products by employees is prohibited on all BLC owned and leased buildings and parking areas, including all off-site properties, and all other properties maintained by BLC.

Employee Responsibility

- ✓ All employees, including the management team, are expected to comply with this policy. Employee violations of this policy should be reported to the immediate supervisor who will take appropriate corrective action.
- ✓ Employees may not use tobacco products while on paid time. Non-exempt employees who desire to use tobacco products during their 30 minute lunch period will be required to clock in and out when leaving the campus for this purpose. Employees failing to report back within the allotted time frames will be subject to

Bethany Life Communities	Effective Date: 1-1-09	Date Revised:
<i>Iowa Smokefree Air Act IAC 641 - 153.</i>	Page 2 of 2	

disciplinary action. Employees leaving the campus during a 30 minute lunch period may not return to work smelling of tobacco products. Ten minute “coffee” breaks are paid time and therefore must be taken on BLC grounds.

- ✓ Employees are not permitted to arrive at work smelling of tobacco products.
- ✓ Employees are not permitted to utilize tobacco products on streets and neighboring properties during their scheduled shift. Neighboring properties are defined as any property located within a one block radius of BLC owned or leased property.
- ✓ Employees may not utilize tobacco products in any BLC owned vehicles or personal vehicles which are parked on any BLC owned or leased properties.
- ✓ Violations of this policy will result in disciplinary action up to and including termination of employment.
- ✓ Employees who wish to stop using tobacco products may contact the Director of Human Resources for assistance.

Director/Manager/Supervisory Responsibility

- ✓ Department Directors/Managers/Supervisors are responsible and accountable for enforcing this policy. This responsibility includes, but is not limited to:
 - Ensure that employees, residents, tenants, visitors, physicians, vendors and general public comply with this policy,
 - Assist with general enforcement of this policy on all BLC owned or leased buildings and parking areas.
 - Respond promptly and consistently to any violation of the tobacco-free policy, including implementation of disciplinary action as necessary.
 - Review time sheets to assure that employees leaving an BLC work site for non-work related reasons are clocking in and out and that employees do not abuse the allotted break time available

Human Resources Responsibility

- ✓ HR will inform prospective applicants that BLC promotes a healthy lifestyle, including a tobacco free policy during the application process. The tobacco free policy will be included in job posting and advertisements for employment. This policy, as well as employee assistance programs/benefits, will be reviewed at New Employee Orientation.
- ✓ Ensure that violations of this policy are handled in a fair and equitable manner, are enforced consistently, and that appropriate disciplinary action is implemented up to and including termination.

Education/Resources

- ✓ BLC will provide resources and support to employees requiring assistance in complying with this policy. Tobacco cessation is strongly encouraged. A wide variety of programs are available to help individuals stop using tobacco. Employees interested in learning more about these services/products should contact the Human Resource Department.