

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Tobacco Free Workplace Policy

PROCEDURE NO: HR 700.17

PREPARED BY: Kristen Pattison

DATE: 06/2009

LAST REVISED BY: _____

DATE: _____

LAST UPDATED BY: Kristen Pattison

DATE: 01/2016

APPROVED BY: Ron Litwiller

DATE: 1/2016

PURPOSE:

In keeping with Mennonite Village's intent to provide a safe and healthful work environment and in recognizing the health risk of using tobacco products, the use of all tobacco products and e-cigarettes will be prohibited on campus.

POLICY:

1. There will be no use in the workplace at any time.
2. There will be no use in company-owned vehicles.
3. There will be no use in personal or client vehicles when transporting persons on Mennonite Village authorized business.
4. There will be no use in privately owned vehicles parked on our campus or in the parking area across the street from the Administration building.

PROCEDURE:

1. Employees will be informed of this policy through signs posted in company-owned facilities and vehicles, and throughout recruitment, orientation and training process provided by their supervisors.
2. Visitors and vendors will be informed of this policy through posted signs. If they fail to see or abide by the signs, an employee may inform them of the tobacco free policy.
3. The Mennonite Village will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.