

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Tobacco Free Workplace	Policy Number HR 0013
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

TOBACCO FREE WORKPLACE POLICY

In Accordance with the Vermont Department of Health Policy

It is the policy of the Roman Catholic Diocese of Burlington to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco. This policy applies to both employees and non-employees (visitors).

*Vermont law requires that there will be no smoking of tobacco products within the Roman Catholic Diocese of Burlington offices at any time.

If smoking occurs outside the building, it must be at least 20 (twenty) to 50 (fifty) feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

There will be no smoking in any Roman Catholic Diocese of Burlington vehicles at any time.

PROCEDURE

1. Visitors will be informed of this policy through signs, and it will be explained to them should they have any questions.
2. The Roman Catholic Diocese of Burlington will help employees who wish to quit smoking by providing information about Vermont’s quit smoking services.
3. Any smoking by an employee on the job, could lead to disciplinary action up to and including termination.
4. Any employee on break must only smoke in designated areas.
5. Employees may file a complaint with the Director of Human Resources, or if deemed necessary, with the Department of Health, call (toll-free) 1-866-331-5622.

Any violation of this policy will result in disciplinary action up to and including termination.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***