

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Tobacco and Smoke-Free Workplace	Policy Number 0009
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

TOBACCO FREE WORKPLACE POLICY
In Accordance with the Vermont Department of Health Policy

It is the policy of Vermont Catholic Charities, Inc., 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 and e-cigarettes. This policy applies to both employees and non-employees (visitors).

*Vermont law requires that there will be no smoking of tobacco products within the facilities 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 Vermont Catholic Charities, Inc., vehicles at any time.

PROCEDURE

1. Visitors will be informed of this policy through signs, and it will be explained by their host.
2. Vermont Catholic Charities, Inc., 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 the designated area.
5. Employees may file a complaint with the Administrator, 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 including HR 046, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*