

**NATCHITOCHEs REGIONAL MEDICAL CENTER  
HUMAN RESOURCES POLICY AND PROCEDURES**

**Policy # 22**  
**Subject: Tobacco-Smoke Free Policy**

**Effective Date: June 1, 2000**  
**Last Rev. Date: January 1, 2016**

## **PURPOSE**

NATCHITOCHEs REGIONAL MEDICAL CENTER is committed to wellness and to providing a safe and healthy environment for all Associates, patients and visitors. As a leader in health care, this commitment includes maintaining a tobacco-free environment at all Natchitoches Regional Medical Center locations.

## **POLICY**

Effective January 1, 2016, NATCHITOCHEs REGIONAL MEDICAL CENTER strictly prohibits smoking and any other use of tobacco products on NATCHITOCHEs REGIONAL MEDICAL CENTER property, including all indoor facilities, offices, lunchrooms, break rooms, bathrooms, company-owned or leased vehicles, parking lots, grounds, and any other indoor or outdoor areas owned, leased, or controlled by NATCHITOCHEs REGIONAL MEDICAL CENTER as well as sidewalks, streets, or open areas contained by them or within 50 yards of the outside doors.

This guideline also applies to NATCHITOCHEs REGIONAL MEDICAL CENTER sponsored off-site meetings, trainings and conferences (during work hours).

This policy applies to any individual working on NATCHITOCHEs REGIONAL MEDICAL CENTER property including: employed Associates, physicians, contractors, consultants, vendors, volunteers, inpatients, and visitors.

- Products covered by this guideline include but are not limited to: cigarettes, cigars, smokeless tobacco or “snuff,” pipes, e-cigarettes, or any other tobacco products.
- For purposes of this guideline, smoking includes lighting, smoking or carrying a lighted cigarette, cigar or pipe, the use of any electronic smoking device, or emitting smoke of any kind.
- This policy is absolute and admits of no exceptions for NATCHITOCHEs REGIONAL MEDICAL CENTER associates, team members or affiliated personnel.

This policy is effective 24 hours/day, 365 days/year.

## PROCEDURES

1. "Tobacco-Free Campus" signs are posted throughout facility, grounds, and property of NATCHITOCHEs REGIONAL MEDICAL CENTER.
2. Associates are required to be free from the smell of smoke for their entire work shift.
3. Associates may not leave the workplace while "on the clock" or take unauthorized breaks. Supervisors may discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they should develop effective solutions that do not interfere with productivity.
4. Littering on property with remains of tobacco products is prohibited.
5. Associates are expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences.
6. Associates at all levels are responsible for monitoring compliance and enforcing the provisions of this guideline.
7. Associates who violate this guideline are subject to appropriate disciplinary action up to and including termination.
8. NATCHITOCHEs REGIONAL MEDICAL CENTER is committed to supporting all Associates who wish to stop using tobacco products. NATCHITOCHEs REGIONAL MEDICAL CENTER will provide information and assistance to Associates regarding tobacco cessation.
9. Inpatients will be informed of NRMCC's Tobacco-Smoke Free Policy upon admission.
10. Nursing personnel will screen inpatients on arrival to the nursing unit for tobacco use status. Nicotine patches and tobacco cessation counseling will be offered to those who meet criteria.