

TOBACCO FREE POLICY

This policy communicates Jefferson Center for Mental Health's position on the use of tobacco and tobacco-like products, as well as the expectation for employees and consumers. The health hazards of tobacco use and tobacco smoke exposure have long been recognized by many leading health care experts. As a community mental health provider, Jefferson Center is committed to the wellness of employees and consumers. In order to promote a wellness philosophy and healthy environment, the following policy and procedure have been established:

Policy

The use of all tobacco and tobacco-like products (with the exception of cessation aids), is prohibited in or on any Jefferson Center operated facility, including grounds, parking lots, ramps, vehicles, any vehicle parked in a Center parking lot, and sidewalks on Jefferson Center properties.

Tobacco cessation treatment services are available to all Jefferson Center employees and are available to Jefferson Center consumers through the Jefferson Center Wellness Department. Updated information on tobacco cessation treatment options will be found on the Jefferson Center portal and website at www.jcmh.org.

Non-compliance with this policy will be addressed as other personnel policy violations are addressed.

Procedure

All applicants for employment at Jefferson Center will be informed of the Tobacco Free policy prior to the applicant accepting an offer of employment at Jefferson Center. Job announcements will include the statement that Jefferson Center is a Tobacco Free agency.

For employees, this policy will be reviewed at New Employee Orientation, contained in the employee Handbook, and accessible on Jefferson Center's web portal. Consumers scheduling an intake will be informed that Jefferson Center is a tobacco-free agency.

All employees are encouraged to communicate this policy to others with courtesy and diplomacy.

Employees using tobacco and tobacco-like products in or on any Jefferson Center operated facility, including grounds, parking lots, ramps, vehicles, any vehicle parked in a Jefferson Center parking lot, and sidewalks on Jefferson Center properties are in violation of the Tobacco Free Policy. Non-compliance with this policy will be addressed as other personnel policy violations are addressed.