



Policy and Procedures

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Policy Statement

Colonial Behavioral Health is committed to providing a safe and healthy workspace and to promoting the health and wellbeing of its employees. Numerous studies have concluded that smoking and use of tobacco products negatively affects the health of those who use these products and who are passively exposed to tobacco smoke. As such, this tobacco-free policy has been adopted and shall apply to all employees and individuals served beginning January 1, 2017.

Definition

“Tobacco” as defined by this policy includes but is not limited to cigarettes, cigarillos and cigars, pipes, electronic or e-cigarettes, vaporizers (regardless of nicotine content), chew, dip, snuff, and snus.

Scope

This policy applies to all full-time, part-time, PRN, on-call, and temporary employees, volunteers, and student interns; all contractors, consultants, and auditors working on CBH premises; and all individuals receiving services at or visiting a CBH facility.

All CBH property is tobacco-free, including all areas of the offices and buildings where CBH conducts business as well as the parking lots and grounds surrounding these buildings and all vehicles owned or leased by CBH.

The single exception to this policy applies only to the covered porch behind the People’s Place building. There, tobacco use is restricted to individuals receiving services at People’s Place; tobacco use remains prohibited for all other persons identified in the first paragraph of this section.

Employee Breaks for Tobacco Use

No additional breaks beyond those allowed under current law or policy may be taken for the purpose of using tobacco products. Employees may use tobacco products off CBH property during regular breaks. See Policy 14- Personnel Policy for details about work schedules.

Tobacco-Free Campus Notification

Employees and individuals served will be notified about CBH’s tobacco-free policy through permanent signs posted throughout the properties owned and operated by CBH.

The CBH website will include a permanent webpage devoted to CBH’s tobacco-free policy and will provide links to resources for those who need assistance with tobacco use cessation.

Complaint and Resolution Procedure

Persons observing a violation of this policy should bring it to the attention of Human Resources for resolution. Submit the complaint in writing and include details about the violation.

CBH will investigate complaints and make resolutions in accordance with the Corrective Action Procedures as specified in Policy 14- Personnel Policy.

Retaliation against individuals for reporting violations of this policy or for exercising their rights under the law will not be tolerated. If you believe you are being retaliated against, immediately report it to the Human Resources Director.



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Diary of Changes

Date of Origin

10/20/1990

Dates of Review

01/01/2023

01/01/2022

01/01/2021

01/01/2020

01/01/2019

01/01/2018

01/01/2017

12/01/2016

09/18/2016

05/20/2015

04/18/2013

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Dates of Revision

12/01/2016

08/28/2007

10/27/2004

Authorized By

David A. Coe

Executive Director

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Policy 12 - Tobacco-Free

Final Audit Report

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