



**Hospital:** System-Wide

**Division:** Human Resources

## Policy & Procedure

**Policy #:** 7500-04-14

**Origination Date:** June 1, 2002

**Latest Review/Revision:** September 11, 2019

**Administrative Approval:** Melanie Stith

**Administrative Title:** VP, Human Resources

**Originator (Title):** Director HR

**Subject:** Tobacco Free Policy

**Page 1 of 3**

**APPLICABILITY:** This policy applies to Roper Hospital, Bon Secours St. Francis Xavier Hospital, Roper St. Francis Mount Pleasant Hospital, Roper St. Francis Hospital-Berkeley, and any departments owned or operated by these Hospitals, as well as Roper St. Francis Physician Partners Network, and Roper St. Francis Medshare.

**SUMMARY:** Roper St. Francis Healthcare (RSFH) prohibits the use of all tobacco products on its campuses and in its facilities. The goal of the tobacco-free workplace program is to provide a healthy environment for all patients, visitors and teammates. Adherence to this policy is the responsibility of all teammates.

### PROCEDURES:

#### Definitions

14.1 **Covered Individuals:** All RSFH teammates, contract workers, volunteers and students.

14.2 **Tobacco Products:** any form of tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco and snuff. Electronic cigarettes, vapor sticks and devices which typically simulate tobacco use are included in this definition.

14.3 **Tobacco Free Areas:**

- RSFH campuses, facilities or worksites (owned or leased) including, but not limited to, outside areas adjacent to RSFH owned building entrances and exits;
- Smoke Free Medical District as defined by City Ordinance, which affects the Roper Campus and surrounding areas, as set forth on the attached map (Appendix A);
- RSFH owned parking garages and lots; and
- Within any RSFH vehicle or personal vehicle while on RSFH owned property or work time.

**Note:** Tobacco use is discouraged on properties neighboring RSFH.

14.4 **Work Time:** For non-exempt teammates, this means while working or "on the clock" including paid break time. For exempt teammates, this means during the business day with the exception of a recognized lunch break.

**THIS POLICY DOES NOT CREATE A CONTRACT OF EMPLOYMENT. EMPLOYMENT IS AT-WILL.**

**Procedures**

- 14.5 No “covered individual” may use, sell or distribute “tobacco products” in “tobacco free areas” or during “work time.”
- 14.6 “Covered individuals” who leave RSFH property and the Smoke Free Medical District during unpaid time to use tobacco products should be good citizens to neighboring properties and pick up all cigarette butts/trash discarded in accordance with our Standards of Behavior.
- 14.7 “Covered individuals” must also adhere to HR Policy 7500-04-02, Professional Standards of Appearance and not have a recognizable odor of tobacco products on their person while on duty.

**Tobacco Cessation Program**

- 14.8 Resources are available to assist RSFH team members with tobacco cessation. Teammates can learn about available options by contacting the Teammate Health Office.

**Enforcement**

- 14.9 RSFH has a legal right to eliminate the use of “tobacco products” in the workplace. It is the responsibility of every “covered individual” to comply with this policy. RSFH leaders are authorized to enforce this policy with corrective action up to and including termination of employment. Human Resources remains available for assistance.
- 14.10 The Smoke Free Medical District may carry additional fines and penalties as outlined in the City Ordinance.

**Appendix A**

