

TOBACCO USE POLICY

PURPOSE

To create a, tobacco free environment for the health and safety for all and to meet the rules of the counties, state, and federal government.

SCOPE

This policy applies to all employees, people supported and visitors to LADD facilities and vehicles where supports are provided, that are owned and/or operated by LADD as well as employee vehicles if providing transportation for persons supported.

POLICY

All LADD programs and vehicles operated by LADD will provide a tobacco free environment for the people we support, visitors, and employees. Tobacco free means tobacco products that may be chewed or smoked, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., "e-cigarettes") is prohibited in residential spaces, offices, program locations or within 25 feet of any of those locations.

For purposes of this policy Tobacco free includes all the following: **Smoke/Tobacco-Free** means smoking, the use of smokeless tobacco products (chew), the use of unregulated nicotine products, and the use of electronic smoking devices (which includes e-cigarettes, vapes) or any other related products or devices used for tobacco or tobacco products.

PROCEDURE

1. All LADD vehicles or employee vehicles providing transportation for people supported will be smoke/tobacco/nicotine free. No tobacco or unregulated nicotine products can be used around any people we support at any age, and State Law requires no smoking around those 18 years or younger.
2. Tobacco products and unregulated nicotine products are strictly prohibited in all enclosed areas within the workplace without exception.
3. Use of Tobacco or nicotine products are permitted only in designated areas outside of the programs/offices. Some services will be completely smoke free. This means no tobacco products or unregulated nicotine products at any time throughout the shift. Staff can request a transfer to available positions in other programs if preferred.
4. If an employee is providing supports in a person's home, where there are tobacco or unregulated nicotine product users, staff may request a transfer to a non-tobacco/nicotine location.
5. LADD will follow any Federal, State, Local government ordinances concerning non-tobacco usage locations.
6. All employees will review the Tobacco Usage Policy and where the designated area is at the program where they work.
7. All cigarette butts or other tobacco or nicotine usage by-products must be disposed of in the appropriate approved containers in the designated Tobacco Usage/Smoking area, if Tobacco is allowed.
8. Staff should decide among each other when the appropriate opportunity is for tobacco usage; safety of the people we support is always given first priority. Only one staff may be away from the service location using tobacco products at a time.
9. Any non-smokers should not be exposed to second hand smoke or other nicotine by-products; i.e. if you are outside smoking and a person supported is in the area, you must ensure you are a safe distance from them.
10. Management reserves the right to suspend any tobacco or nicotine products usage privileges if used inappropriately or at a program where a staff must be present inside the home at all times to ensure safety.
11. Employees who use tobacco or nicotine products and would like this opportunity to quit may participate in tobacco or nicotine cessation programs offered by local Health Depts. Assistance is also given by calling the Michigan Quit Line at 1-800-QUIT-NOW.
12. All employees share in the responsibility for adhering to and abiding by this policy.

13. Any person who witnesses a violation to this policy should bring it to the attention of the offending party and seek a voluntary resolution.
14. If the violator is not cooperative, staff should bring it to the attention of Management for a complete investigation.
15. A link of the Tobacco Policy is available via the Employee Handbook/Code of Conduct, as well as, available to potential and existing employees upon request.
16. A Smoke Free area is established at all locations in Berrien County within 25 feet of any entrance, window, and ventilation system per county regulations.

