**SPINDLETOP CENTER**

**TOBACCO FREE RECRUITMENT POLICY**

**EFFECTIVE DATE: JANUARY 1, 2016**

**POLICY**

Spindletop Center is committed to providing a healthy and safe environment for all consumers, visitors, employees and volunteers. This policy will expand our current tobacco free policy to applicants for positions at Spindletop Center and volunteers. Effective this date, the Center will no longer hire applicants who use or test positive for tobacco or nicotine products. (See the Spindletop Center Tobacco Free Policy for additional information regarding the center’s policies regarding the use of tobacco on Center property and while conducting Center business.)

**GUIDELINES**

1. Spindletop Center will not hire tobacco or nicotine product users.
2. Job applicants will be informed of the policy when applying for a job and be reminded of the policy at the time they are scheduled for their first interview.
3. Applicants will also be informed that a Continine test will be administered to all applicants once an employment offer is made. The Continine test will detect all forms of tobacco, including nicotine replacement therapy products. The test will not detect second hand smoke. The test will be administered and read by trained Human Resource staff members.
4. Any applicants/volunteers who are offered a position and refuse the Continine Test will immediately have their employment/volunteer services offer withdrawn. Volunteers such as Spindletop Board members, PAC committee members and volunteers who only work special events for the Center will not be subject to this policy. However, volunteers who work directly with consumers including student interns will be subject to this policy.
5. Applicants who test positive for Continine will have the offer of employment withdrawn.
6. Applicants who test positive for Continine will be eligible to reapply for positions at Spindletop Center 6 months from the date the Continine test was administered.
7. As part of the new employee/volunteer orientation process, all employees/volunteers will be required to sign an acknowledgement form indicating that they do not presently use and will not use nicotine or tobacco products during the term of their employment. Future use of tobacco or tobacco products while an employee of the Center will result in immediate termination. The Center reserves the right to retest any employee/volunteer who comes on board after January 1, 2016 for tobacco use using the Continine test at any time there is reasonable suspicion that the employee/volunteer is using tobacco.
8. While this policy does not apply to current Spindletop employees hired prior to January 1, 2016, the Center encourages employees to pursue a healthier lifestyle and provides nicotine replacement therapy and other supports for those employees who wish to stop using tobacco products. Employees can contact their supervisor for more information regarding this program.

**DEFINITIONS**

1. **Applicants** – individuals who have applied for a paid position at Spindletop Center. Positions include regular and PRN positions.
2. **Continine Test** – a saliva swab test used to test the presence of tobacco products.
3. **Tobacco Products** – includes all forms of tobacco, whether smoked (e.g. cigarettes, cigars, pipes) or smokeless (e.g. chewing tobacco, snuff) or electronic cigarettes (e.g. e-cigarettes).
4. **Volunteers** – individuals (including student interns) who provide a variety of services or participate in learning opportunities at Spindletop Center for no compensation.