**SPINDLETOP CENTER**

**TOBACCO FREE WORKSITE POLICY**

**Effective January 1, 2015**

**Purpose**

The Center’s vision is to promote healthy living in our community. In line with that vision, the Center will be tobacco free starting January 1, 2015.

The health hazards of smoking and tobacco use are well known. Tobacco use is the number one cause of preventable illness and death across the nation. Allowing the use of tobacco products in and around our campus does not promote a healthy environment for our consumers and our employees. Supporting and encouraging our employees, our consumers and our visitors to be tobacco free will be part of the implementation of this policy.

**Policy**

1. Smoking and the use of tobacco products is prohibited in or on all property owned, leased, operated or adjacent to Spindletop Center. Use of tobacco products is also prohibited for any Center staff member while providing services or conducting business on behalf of Spindletop Center whether those services are provided on/in Center property or not.

1. Tobacco products are defined as any product containing tobacco including, but not limited to: cigarettes, cigarette facsimiles (such as e-cigarettes and other electronic smoking devices), cigars, pipes, chewing tobacco and snuff.
2. Property includes, but is not limited to:

* Indoor and outdoor spaces and common areas
* Parking lots and driveways (including inside non-Center vehicles while on Center premises)
* Vehicles owned or leased by Spindletop Center
* Sidewalks, curbs and gutters adjacent to property owned or leased by the Center
* At facilities where the organization does not have direct management of the grounds and is not able to implement a 100% tobacco-free policy, it is expected that all employees will not use tobacco products inside the building, on the grounds, or in private vehicles parked on the grounds at any time.

2. Employees will not be allowed to smoke or use any tobacco products during their paid work time (including breaks) and are encouraged not to use tobacco products during their unpaid work time (lunch).

3. Human Resources will post on all job postings, inform all candidates through the hiring process, and inform all new hires at new employee orientation that the Center is a tobacco-free workplace.

4. Supervisors are expected to educate employees about this policy and ensure that the policy is implemented and enforced.

5. Employees who violate this policy will be subject to disciplinary actions in accordance with the Center’s Disciplinary Policy.

6. The Center wishes to maintain good relationships with our neighbors, so loitering on, littering (including cigarette butts) on, smoking on, or the use of tobacco products on neighboring property is discouraged.

7. Signs will be posted at strategic locations around each facility to notify employees, consumers, visitors, contractors, vendors, and volunteers of this policy.

8. All employees are authorized to communicate this policy in a courteous and diplomatic manner to other employees, consumers, visitors, contractors and volunteers.

9. Center employees providing services to consumers are responsible for educating them about the Center’s tobacco free policy.

1. Consumers will be informed about the tobacco-free policy during the intake process.
2. Consumer education and training programs in health topics will include information on the health hazards of tobacco use and information on smoking cessation programs.
3. Printed materials designed for distribution to consumers and family members will include a notice about the Center’s tobacco free policy.

10. No exceptions to this policy will be granted.