

I. Purpose

As a local authority and healthcare provider of behavioral and developmental health services, Heart of TX Region MHMR Center is committed to maintaining healthy and safe environments that promote and foster positive and healthy lifestyle choices.

Accordingly, HOTRMHMR is designated as a Tobacco Free Campus for the benefit of the overall health of its clients, employees, contractors, volunteers and visitors. HOTRMHMR prohibits all forms of tobacco use on all campuses and facility grounds owned, leased, or operated by HOTRMHMR, effective September 1, 2014.

II. Definitions

Tobacco

Any product containing tobacco including, but not limited to: cigarettes, cigarette facsimiles (such as e-cigarettes), cigars, pipes, chewing tobacco, and snuff. This procedure does **not** apply to the use of smoking cessation products such as nicotine patches or chewing gum.

Facilities

All property owned, leased or operated by HOTRMHMR for the purpose of conducting its business, including but not limited to:

- Indoor and outdoor spaces and common areas;
- Parking lots and driveways (including inside vehicles while on agency premises);
- Vehicles owned or leased by HOTRMHMR; and
- Sidewalks, curbs and gutters adjacent to property owned or leased by HOTRMHMR.

Employee

For purposes of this procedure only, HOTRMHMR employees, volunteers, and students.

Consumer

Any individuals receiving services from HOTRMHMR.

Third Party Contractor

Any non-Employee who is a party to a contract with HOTRMHMR.

Visitor

Any person using or present at any of the HOTRMHMR facilities who is not an Employee or Client or Consumer.

III. Procedure

1. Tobacco Free Facilities

No Tobacco shall be used at or on any of HOTRMHMR's Facilities. All HOTRMHMR Facilities will have a prominent "No-Tobacco" sign that informs persons at or on the Facility that Tobacco is not permitted at that Facility. Regardless of location (on or off

HOTRMHMR premises), In the course of business, employees may not use tobacco products while in the presence of consumers/clients.

2. Employees

Employees will comply with the “Center Employee Code of Conduct” in implementing this policy, including reporting of violations of this procedure.

3. Visitors

Employees who witness Visitors violating this procedure should not become confrontational but should explain this procedure and respectfully ask them to comply.

4. Consumers

All Clients/Consumers will be given information regarding this procedure at intake. If an Employee observes a Consumer using tobacco at any HOTRMHMR Facility or campus, the Employee should not be confrontational with the Client, but instead engage the Client by respectfully asking him/her to comply with this procedure.

Note: *This procedure does not apply to clients who use tobacco products while in their HOTRMHMR group homes.*

5. Third Party Contractors

All HOTRMHMR contracts with Third Party Contractors and vendors shall contain language enforcing HOTRMHMR’s Tobacco-Free Campus procedure. Any Employee who observes a Third Party Contractor violating this procedure must inform him/her that HOTRMHMR does not allow Tobacco in its Facilities or campus.

6. Applicants for Employment

All applicants for employment will be informed about the Tobacco Free Campus Policy.