

Maine Tobacco-Free Behavioral Health:

POLICY ENFORCEMENT TEMPLATE

Tobacco-Free Policy Enforcement

Accountability

It is the responsibility of all staff members to enforce the [Behavioral Health Organization] tobacco-free policy by encouraging their colleagues, clients, visitors and others to comply. The community, staff, clients and visitors will be informed of the policy through a variety of communication methods.

POLICY

- [Behavioral Health Organization] is dedicated to providing its clients, staff, visitors, and vendors with a safe and healthy environment by implementing a 100% tobacco-free campus policy, effective [date].
- This [Behavioral Health Organization] supports an environment where staff, clients, visitors and vendors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.
- Tobacco use is defined as the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes and other non-FDA approved nicotine delivery devices.
- This policy prohibits tobacco use:
 - In all organization-affiliated buildings and at any location where employees work.
 - On all organization-owned or leased grounds, including parking lots.
 - In all organization-owned or leased vehicles and personal vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.
- This tobacco-free campus policy applies to all staff, clients, visitors and vendors.

A. Employees

a. First Offense

- i. The supervisor must have a verifiable report of the infraction and/or have witnessed the infraction directly. Verbal intervention with employee. Review policy and perimeter of the campus, give clear expectation it is not to reoccur. Possible assistance with nicotine replacement therapy and treatment resources for difficulties with compliance while at work.

b. Second Offense

- i. The supervisor must have a verifiable report of the infraction and/or have witnessed the infraction directly.
- ii. Repeat first offense interventions and document all discussion in a supervisory log. Refer to the first verbal intervention and make the expectation clear in writing. Sign the log and have the employee sign that this was reviewed and discussed with them. Again review the assistance available to comply at work.

c. Third Offense

- i. The supervisor must have a verifiable report of the infraction and/or have witnessed the infraction directly.
- ii. Present the employee with a Memorandum of Expectation clearly stating the expectation and consequences if the policy is violated again. Clarify that the behavior will affect the performance rating and may result in further corrective or disciplinary action.

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d. Fourth Offense

- i. The supervisor must have a verifiable report of the infraction and/or have witnessed the infraction directly.
- ii. Document the new infraction and forward with previous documentation to the appointing authority for consideration of a meeting for corrective or disciplinary action that may affect pay, status, or tenure and possible termination.

B. Clients

- a. Signs will be posted at campus entrances and in selected locations inside and outside the facility.
- b. All clients treated at or admitted to [Behavioral Health Organization] will be assessed for history of tobacco use and the need for treatment related to tobacco use. Treatment options may include nicotine replacement therapy and/or treatment education.
- c. Violation of this policy by clients is a treatment issue to be addressed by the treatment team.

C. Visitors and Vendors

- a. Signs will be posted at campus entrances and in selected locations inside and outside the facility.
- b. Employees who encounter a visitor who is violating the tobacco policy are encouraged to politely explain the policy to the visitor.
 - i. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to (Name of appropriate department or personnel). (The identified personnel) will respond to the situation as appropriate, according to their professional judgment and need to maintain a safe environment.

BREATHE EASY

REDUCING SMOKE EXPOSURE IN MAINE

BreatheEasyMaine.org/Behavioral-Health



**MAINE
PREVENTION
SERVICES**

Maine Center for Disease Control & Prevention
Department of Health and Human Services

Tobacco-Free Behavioral Health:

STAFF POLICY VIOLATION TEMPLATE

Staff Policy Violation Notice

TO: [Employee Name]

FROM: [Administrator Name, Title]

DATE:

SUBJECT: Memorandum of Expectation

[Behavioral Health Organization] seeks to provide a cleaner air environment for staff, clients, vendors and visitors. Therefore, as an employee at [Behavioral Health Organization], the administration expects that your actions reflect compliance and support of our tobacco-free policy. You are receiving this memorandum as a result of one or more violations of the [Behavioral Health Organization] tobacco-free policy. Your behavior will affect your performance rating as an employee and may result in further disciplinary action

Sincerely,

CEO

BREATHE EASY

REDUCING SMOKE EXPOSURE IN MAINE

BreatheEasyMaine.org/Housing-Toolkit



**MAINE
PREVENTION
SERVICES**

Maine Center for Disease Control & Prevention
Department of Health and Human Services