

Community Healthcare Center Human Resources	Number: HR-09
Tobacco Free Workforce	Date Issued: February 6, 2016

I. Background

Community Healthcare Center offers valuable and affordable primary health, dental, and behavioral services. It is our mission to improve the health and well-being of those we are privileged to serve. The Center has taken many steps over the last couple of years to provide a healthy environment for our patients, staff, and visitors. These steps included moving to a tobacco free campus in 2012.

To continue these efforts, we are asking employees to model the health and well-being to those we have the privilege of serving. Thus Community Healthcare Center has adopted a new policy to help build a healthier workforce and community.

II. Policy

Effective 02/06/16, Community Healthcare Center will no longer hire tobacco or nicotine users.

External Job Applicants

Applicants will need to confirm that they do not use tobacco or nicotine products when applying for positions at Community Healthcare Center, and that they will not use said products subsequent to being hired. Along with regular pre-employment screenings, those offered employment may be tested for tobacco and nicotine use. Those who fail the test will have the offer of employment rescinded; however they are welcome to re-apply after 90 days.

The test will detect all forms of tobacco, including nicotine replacement therapy products. The test will not detect second-hand smoke.

All candidates for employment 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.

Shall an employee hired after 02/06/2016 be found to be using tobacco or nicotine products, the employee will be penalized or disciplined. The penalty may include the employee becoming fully responsible for some or all of his or her health insurance premiums for an extended period of time and/or termination of employment.

Current Employees

This policy does not apply to employees hired prior to 02/06/2016. However, it is the intention of Community Healthcare Center that ALL employees will be tobacco and nicotine free within the next two years. Community Healthcare Center encourages employees to pursue a healthier life and may offer support to those who wish to quit using tobacco and nicotine products through counseling, group meetings, access to 'quit smoking' aids at a reduced cost, incentives, etc.

Smoking or the use of tobacco products or electronic cigarettes is not permitted anywhere on Center properties, parking areas (including inside employees' personal vehicles), or adjacent sidewalks.