



Title: Tobacco-free Environment Policy

Policy

This policy communicates Cooperative Magnetics Imaging (CMI) position on smoking and the use of tobacco products, and its expectation for all employees. It is the policy of CMI to maintain a 100% tobacco-free environment to not only reinforce Healthcare's commitment to provide a healthy environment for our patients, visitors, employees, and students, but also to foster a healthy workforce. The use of tobacco products by our employees compromises the image of CMI as a healthcare institution.

This includes but is not limited to the following:

Cigarettes, cigars, bidis, kreteks, cloves, pipes and pipe tobacco, chewing tobacco, snus, and electronic cigarettes (e-cigarettes).

Procedure

1) Signs are prominently displayed at all public entrances to all CMI facilities and notifications will be posted on CMI's web-site that advise tobacco use is prohibited in all areas owned, leased and operated by CMI, including, but not limited to:

- ◆ Buildings
- ◆ Offices
- ◆ Grounds
- ◆ Parking Lots
- ◆ Garages
- ◆ Ramps
- ◆ Sidewalks
- ◆ Vehicles- privately owned but present on property owned, leased or operated by CMI

2) This policy applies to all patients, visitors, employees, radiologists, instructors, students, contractors, sub-contractors, vendors, and non-CMI employees assigned to either a temporary or permanent positions on property owned, leased or operated by CMI.

Rules specific to each classification of individuals are as follows:

A. Patients

1. Inpatients and outpatients are prohibited from tobacco use while on property owned, leased or operated by CMI

B. Visitors

1. All visitors are prohibited from tobacco use while on property owned, leased or operated by CMI.
2. Signs to notify visitors of this policy will be prominently displayed at all public entrances to all CMI facilities.
3. Notification of this policy will also be posted on all CMI web-sites.
4. Visitors who violate the policy will be re-educated regarding the policy and asked to comply.
5. Confrontational non-complying visitors will be dealt with accordingly.

C. Employees, radiologists, instructors, and students

1. Employees, radiologists, instructors and students may not use tobacco while on property owned, leased or operated by CMI.
2. To facilitate a tobacco-free environment, CMI in conjunction with FSLH and New York State Smoker's Quitline will offer an employee cessation program to these individuals including:
 - ◆ Individual counseling
 - ◆ Low cost nicotine replacement therapy
 - ◆ Group cessation classes as dictated by need
3. All students who are assigned to positions or present on property owned, leased or operated by CMI who fail to comply with CMI's Tobacco-free Environment policy will be referred to an appropriate responsible party.

D. Contractors, Sub-contractors, Vendors and non-CMI employees assigned to permanent or temporary positions

1. Contractors, sub-contractors, Vendors and non-CMI employees assigned to permanent or temporary positions may not use tobacco while on property owned, leased or operated by CMI.
2. All contractors, sub-contractors and non-CMI employees who are assigned to permanent positions on property owned, leased or operated by CMI who fail to comply with CMI's Tobacco-free Environment policy will be referred to an appropriate responsible party.
3. Persistent violations of the CMI Tobacco-free Environment policy may ultimately result in the loss of privileges to transact business at CMI.

Compliance

When individuals who are clearly identified as CMI employees or affiliates of CMI are seen on or around the campus smoking or using tobacco products, they compromise CMI's image and mission as a healthcare provider. Therefore, the use of tobacco products is strictly prohibited in all areas owned, leased and operated by CMI.

- A. Every employee, radiologist, instructor, and student has the responsibility to abide by, assist with the enforcement of, and advise others of CMI's Tobacco-free policy.
- B. Every effort will be made to assist employees to comply with this policy. However, in the event a violation is observed, staff should advise the individual of the policy and request compliance. If the violation continues, the matter should be referred to the manager/supervisor of the area for corrective action. Employees who violate this policy will be subject to CMI's normal disciplinary policies and procedures, and may be subject to disciplinary action, up to and including termination.
- C. Outside groups who utilize CMI's facilities for meetings will be advised of this policy. Violation of the policy will rescind the approval for the group to utilize these facilities.
- D. Appropriate signage will be maintained to communicate CMI's commitment to a Tobacco-Free environment.