

## EXAMPLE: Outpatient Tobacco-Free Environment Policy

Date Effective: \_\_\_\_\_

(AGENCY NAME) is a tobacco-free environment. Using or possessing tobacco products is not allowed either inside or outside (AGENCY NAME) buildings. This includes anywhere in sight of (AGENCY NAME) property or inside vehicles that are on agency property.

### Definitions

- **Tobacco products** are any products made or derived from tobacco or nicotine that is intended for human consumption including but not limited to combustible cigarettes, cigars, cigarillos, pipes, hookah, chewing tobacco, snuff, snus, electronic cigarettes (e-cigarettes), vaping devices, e-cigars, bidis, dissolvable products.
- **NOTE: Tobacco Products DO NOT include products approved by the US Food and Drug Administration for sale as a tobacco cessation product or other therapeutic purposes.**
- **Tobacco related paraphernalia** is any product that is need to use tobacco including but not limited to lighters, matches, pods, pipes, vaping juice or liquids, and rolling papers.
- **Smoking** means burning or holding, or inhaling or exhaling smoke from, any of the following items containing tobacco: a lighted cigar, a lighted cigarette, a lighted pipe, any other lighted smoking equipment. Wis. Stat. §101.123(1)(h).

### Purpose

- Tobacco use and nicotine dependence pose significant health concerns that affect our clients, staff, volunteers, visitors, and neighbors alike. We recognize that nicotine is an addictive substance and treatment of all addictive substances is consistent with our mission and vision. We prioritize the health, wellness, and recovery of our clients, staff, and broader community.

### Guidelines

- No tobacco products or paraphernalia may be used, sold, bartered, or possessed anywhere on (AGENCY NAME) property, inside or outside of buildings.
- Signage declaring the agency tobacco-free are posted at entrances and throughout the property.
- The policy is included in the Employee Handbook, New Staff Orientation, and client orientation and admission materials. All staff, clients, and volunteers sign a tobacco-free agreement at the time of hiring or admission.

### Clients

- Nicotine dependence is treated the same as any other addictive substance.
- If you use tobacco or e-cigarettes, nicotine dependence will be included in your treatment plan.

- You will be expected not to use or possess tobacco products or tobacco paraphernalia while on (agency name) property or in personal vehicles while on the property. Tobacco products can be kept in a locked, personal vehicle.
- Clients may not smell of tobacco or smoke that is perceptible to others while on (AGENCY NAME) property.

*Employees and Staff*

- Employees, staff, volunteers, and students are expected to comply with this policy.
- All staff are responsible for the enforcement of the policy.
- Employees are informed of the tobacco-free environment policy during orientation.
- Employees may not smoke or use other tobacco products during their work shift. Employees may not smell of tobacco or smoke that are perceptible to others are not permitted in the workplace during their work shift.
- Employees may not smoke or use other tobacco products in their private vehicles while the vehicle is on (AGENCY NAME) property.
- Employees may not smoke or use other tobacco products while in (AGENCY NAME) vehicles.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This policy supersedes all agency policies referencing tobacco or smoking.