

CORPORATE POLICY

SUBJECT: Tobacco Free Policy

POLICY NUMBER: 10.8

ORIGINAL DATE: May 1, 1996

REVISION DATE: August 17, 2005

REVISION DATE: August 17, 2011

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I. POLICY:

It is the policy of the Lake County Health Department and Community Health Center to prohibit tobacco use on all agency premises (both internal and external) in order to provide and maintain a safe and healthy work environment for all employees and visitors. This policy covers the act of lighting, smoking or carrying a lighted or smoldering cigarette, cigar or pipe of any kind and the use of smokeless or chewing tobacco. Electronic smoking devices, including e-cigarettes are also prohibited from being used on all agency premises.

A. According to the Smoke-Free Illinois Act, all businesses and organizations in the State of Illinois must be smoke-free 15 feet from all doors, windows that open, and vents.

B. Administration of Policy

1. Any employee who violates this policy will be subject to disciplinary action in accordance to the LCHD/CHC Personnel Policies section 10.1 On-the-Job Employee Behavior.
2. No employee shall suffer any form of retaliation for raising a complaint against an individual or supervisor who violates the policy.
3. Service Area Directors and supervisors will be responsible for the ongoing compliance with the tobacco-free policy within their work areas and resolve issues of nonconformance. (For example, topic discussed at staff meetings, supervisory meetings, and annual trainings.)
4. Any employee who witnesses anyone using tobacco products on the premises, should politely inform them that this is a tobacco free campus and to please refrain from the use of the product.
5. Employees who witness other employees violating the Tobacco Free policy can either report incident to your supervisor or submit an anonymous email through the LCHD intranet site.
6. Visitors or customers who refuse to comply with signs and repeated requests to stop using tobacco products will be asked to leave the property.

II. SCOPE:

- A. This policy applies to all employees at the following locations:
Belvidere Medical Building, Immunizations, 3002, 3004, 3008 and 3010 Grand Avenue, WRS, Midlakes Medical/Dental Health Center, Zion Satellite Health Center, Lake Villa, T.B. Clinic, North Chicago Health Center, Animal Control, Group Home,

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Central Permitting Facility and North Shore Health Center

- B. The Tobacco-Free Workplace policy applies to:
1. All employees, visitors, customers and vendors of the agency
 2. All contractors and consultants and/or their employees working on agency premises
 3. All temporary and flex employees and student interns
 4. All internal areas of Health Department facilities
 5. All external areas of Health Department property, including door entrances, parking lots and grassy or sidewalk areas
 6. All vehicles owned or leased by the agency
 7. All personal vehicles on the premises
- C. Exceptions:
The only exception to this policy is for the clients receiving treatment in the residential programs [and Drop-in Centers](#) (WRS, ATP, CCP, ~~and~~ Group Home [and WCD Drop-in Centers](#)). Smoking areas should be designated to be consistent with minimizing exposure to second hand smoke for employees, clients and visitors.

III. PROCEDURE:

- A. Employees will be informed of policy through posted signs, the policy manual, electronic communications, orientation and training.
- B. Visitors and vendors will be informed of this policy through signs and explanation by their host, if needed. If applicable, the mention of the Health Department being a Tobacco Free campus should be included in contracts or external invites to meetings, events, etc.
- C. The Health Department will assist employees who wish to quit smoking/use of tobacco products by facilitating access to tobacco cessation programs and materials.
- D. Smoking/use of tobacco products will not be permitted in any building areas (both internal and external)
- E. Employees and visitors are not permitted to smoke/use tobacco products in the external designated smoking areas of the residential programs.
- F. Smoking will be prohibited in all agency vehicles (at all times) and personal vehicles when on Lake County property.
- G. Employees are not allowed to leave the facilities to smoke during working hours unless the time is their meal break. Employees who smoke are not entitled to longer breaks, or extra time than non-smoking employees.
- H. All employees are responsible for acknowledging that they have read this policy.

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IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Human Resources Staff, Senior Team, and Lake County Board of Health Personnel Committee, Corporate Policy and Procedure Committee

VI. APPROVALS:

Lake County Board of Health President