



TOBACCO FREE ENVIRONMENT POLICY

An Affiliate of  UnityPoint Health

POLICY STATEMENT:

In order to comply with Federal and State regulations, as well as the Iowa Smoke Free Air Act of 2008, Story County Medical Center shall maintain a tobacco free environment for all patients, visitors and employees.

PURPOSE:

To provide guidelines for the maintenance of a tobacco free environment.

DEFINITIONS:

Employer-A person including a sole proprietorship, joint venture, corporation, association, or other business entity whether for profit or not for profit, including state government and its political subdivisions, that employs the services of one or more individuals as employees.

Employee-A person who is employed by an employer in consideration for direct or indirect monetary wages or profit, or a person who provides services to an employer on a voluntary basis (Note that this definition covers volunteers).

Place of employment-An area under the control of an employer and includes all areas that an employee frequents during the course of employment or volunteering.

Medical center property-All land, structures and sidewalks contiguous to the hospital, including hospital-owned parking lots and the ambulance garage, as well as all vehicles owned, leased or rented by the medical center.

RESPONSIBILITY:

1. All employees shall be responsible for monitoring compliance with regards to this policy.
2. Department Directors are responsible for keeping their employees informed.

PROCEDURE:

1. The use of tobacco products(examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, as well as any emerging tobacco product or simulated smoking device) will not be permitted on hospital time and/or anywhere on medical center property, including any and all buildings owned, leased, rented, and/or maintained by Story County Medical Center; any grounds, parking lots, ramps, or contiguous sidewalks; and in vehicles owned or leased by Story County Medical Center. Use of tobacco or tobacco-like products in any vehicle of any employee, contractor, vendor, or visitor when on Story County Medical Center property is prohibited.
2. There are no designated smoking areas within any Story County Medical Center location or on any grounds. Ash receptacles are not available on company property.
3. All employees, physicians, students, visitors, patients, vendors, contract workers, volunteers, or any person coming on grounds or to the facility must comply with this policy.



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4. Anyone observed smoking or using tobacco on medical center property should be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner. If they do not comply, a supervisor should be notified immediately. If the action still persists, law enforcement should be contacted.
5. Individual smokers are asked to extinguish and/or cease from using tobacco products before coming onto medical center property, disposing of their own tobacco or tobacco-like materials in proper nonflammable containers.
6. Tobacco or tobacco-like use and/or discarding tobacco refuse or garbage on the medical center grounds shall result in disciplinary action (see Discipline and Dismissal Policy).
7. Concerns regarding loitering and littering from neighboring property owners will be directed to Administration.
8. Employees who smoke or use tobacco products shall ensure that the odor of tobacco is not on their person while on medical center property.
9. Story County Medical Center shall communicate to all existing employees and prospective employees upon application the smoking prohibitions outlined in this policy; however, Story County Medical Center will not base employment decisions on whether an applicant smokes or uses any tobacco products.
10. Employees will be advised of the provisions of this policy during new employee orientation.
11. Information on support resources and/or alternatives will be made available to employees if requested.

As outlined in the Iowa Smoke Free Air Act of 2008:

Signage requirements for employers

- Story County Medical Center shall clearly and conspicuously post in and at every entrance signs that say “No Smoking” or include the international “no smoking” symbol
- Story County Medical Center shall post “No Smoking” signs in hospital-owned vehicles defined as places of employment (i.e., ambulances, LTC van, etc.)
- All signs must include:
 1. The phone number for reporting complaints (1-888-944-2247)
 2. The internet website for the Iowa Department of Public Health (<http://www.idph.state.ia.us>)

Non-retaliation policy

- Story County Medical Center shall not discharge or refuse to employ, or in any manner retaliate against an employee, applicant, visitor or patient/resident because that individual exercises any rights under the Act, registers a complaint or attempts to prosecute a violation of the Act
- Any violation of the Act’s non-retaliation policy is subject to a fine of \$2,000-\$10,000

Fines for violation of the Smoke Free Air Act



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- Any person who smokes in an area where smoking is prohibited may pay a \$50.00 civil fine for each violation
- Employers who fail to comply with the requirements of the Act are subject to civil penalties as follows:
 - First violation: penalty not to exceed \$100.00
 - Second violation within one year: penalty not to exceed \$200.00
 - Any additional violations within one year: penalty not to exceed \$500.00