

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: Non-Smoking Policy

EFFECTIVE DATE:
Nov 15, 2012
Revised

APPLIES TO:
ALL EMPLOYEES &
CONTRACT & VENDORS

APPROVED BY:
ACMC BOARD

Policy:

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, and the Arkansas Act #134 of 2005, it shall be the policy of Ashley County Medical Center to provide a smoke free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or chewing tobacco and applies to both employees and non-employee visitors of ACMC.

- There will be no smoking of tobacco products within the facilities, **on the property or personal cars in the parking lots of Ashley County Medical Center at any time. Department Managers are charged with enforcement of this policy. All employees who smoke must leave ACMC property to smoke.**
- There will be no smoking in any ACMC vehicle at any time.
- Supervisors will discuss the issue of rest breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.
- ACMC Employee Handbook policy (page 8) for rest breaks reads: The privilege of enjoying a fifteen-minute **(15 minutes)** rest break for each four-hour period is observed by ACMC as long as the break will not interfere with the quality of patient care. The scheduling of rest breaks will be the responsibility of the Department Manager. It must be realized that rest breaks are not “automatic” and work requirements on a given day may preclude taking a break. It should be understood that employees on break do not go into other work areas for non-business purposes and interfere with or distract other employees who are working at that time. Rest breaks are not allowed to be taken within an hour of arriving at or leaving work.
- Please note in the ACMC Employee Handbook on page 11, under the heading Time And Attendance Records, reads: An employee should not leave the general work area except for meal periods, which are at least 30 minutes in duration, and 15-minute rest breaks which may be taken, workload permitting. If an hourly employee leaves the hospital for personal reasons anytime during the work period, he or she must clock out when leaving the hospital and clock back in when arriving back at the hospital.

Procedure:

- **Employees will be informed of this policy through signs posted in APMC facilities and vehicles, the policy manual, and orientation and training.**
- **Visitors will be informed of this policy through signs.**
- **APMC will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials and by offering a discount on most approved smoking cessation aides. (The pharmacy shall maintain the list of approved items.) The discount will only be good for one occurrence of smoking cessation and for the recommended time of treatment up to 8 weeks.**
- **Any violations of this policy will be handled through the standard disciplinary procedure.**

Step 1 – Verbal Counseling

Step 2 – Written Reminder

Step 3 – Probation

Step 4 – Suspension Without Pay

Step 5 – Discharge

The goal of our smoke free policy is to provide a safe and healthful workplace for all employees.