

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Smoke Free Environment	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 5/8/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 6/11/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network is a smoke free environment.

### **PURPOSE**

NorthCare Network is dedicated to maintaining a safe and healthy work environment.

### **DEFINITIONS**

N/A

### **REFERENCES**

Marquette City Smoking Regulations and Prohibitions Sec. 35.01 – 35.12

### **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 10/19/15, 2/19/19, 11/24/19, 11/18/20, 9/23/21, 7/17/23, 5/8/24

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/23/18, 2/19/19, 11/24/19, 11/18/20, 9/23/21, 7/17/23, 5/8/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 12/1/20, 10/5/21, 8/1/23, 6/11/24

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

Smoking is prohibited in the NorthCare building and all NorthCare vehicles without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, stairs, restrooms, vehicles and all other enclosed facilities.

Smoking may occur at a distance of 20 feet outside any enclosed area where smoking is prohibited to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.