

## 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> 9/23/21	<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 Coordinator	<b>CEO APPROVAL DATE:</b> 10/5/21 Dr. Timothy Kangas, 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

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

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

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

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.

Smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities.

Signs shall be posted at the entryway of every public place indicating either that smoking is prohibited or that smoking is prohibited except in designated areas.