

## **TOBACCO FREE POLICY**

### **I. PURPOSE**

To eliminate tobacco use by the Southcentral Foundation (SCF) workforce during work hours and to eliminate tobacco use by all persons on all properties where SCF operates, in order to support the health and safety of all persons and to promote SCF's mission. SCF is a health care organization committed to working with the Native community to achieve wellness through health and related services and SCF believes that to accomplish this, SCF through its workforce, must model good health behaviors during work hours and in all places SCF provides services.

### **II. SCOPE**

This applies to all direct hire employees, contractors, volunteers, Civil Service and Commissioned Corps Officers working under contractual agreements with SCF residents, interns and students. This also applies to all persons, including customers, regardless of their employment status, who enter properties operated by SCF.

### **III. DEFINITIONS**

- A. Customer- Person who seeks and receives services at SCF's programs and departments includes:
  - 1. Patients
  - 2. Residents
  - 3. Students
  - 4. Members
  - 5. Beneficiaries
  - 6. Guests
  - 7. Event Participants
- B. Workforce includes employees, contractors, civil service and commissioned corps officers working under contractual agreements with SCF, volunteers, residents, interns and students.
- C. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, chew, Iqmik, Dedigus ash and pipe tobacco.
- D. Iqmik and Dedigus are Yupik and Athabascan terms for a home made tobacco product which consists of tobacco mixed with ash.

- E. Tobacco Cessation Program means services offered to help an individual quit tobacco use and includes but is not limited to counseling and Nicotine Replacement Therapies.
  - 1. Non Indian Health Service Beneficiaries are to receive counseling and over the counter nicotine replacement therapies but not prescription drug therapies.
  - 2. Temporary employees are not eligible for the Tobacco Cessation Program.
- F. Work hours are the time during which an employee is providing services to SCF and/or for which the employee is being paid.
  - 1. Work hours include any paid breaks and any work-related travel time for which the employee is compensated.

#### **IV. POLICY**

- A. It is the policy of SCF to provide a tobacco free environment.
- B. Use of tobacco products in any form is prohibited on and within all buildings, facilities, and property whether owned, leased, controlled or used by SCF. This includes any property (including public property or property not owned by SCF) that SCF rents, borrows, or uses even for single events or for a limited time.
  - 1. Use of tobacco products in any form is prohibited in any privately owned vehicles when located on such property.
  - 2. Use of tobacco products in any form is prohibited in any SCF owned and/or operated vehicles wherever they are located.
  - 3. Any exception must be approved by the President/CEO.
- C. Use of tobacco products is prohibited in any surrounding properties owned, operated, leased, or used by SCF.
  - 1. This prohibition includes parking lots, sidewalks, walkways, and roadways between and surrounding property owned, operated, leased, or visited by SCF that can be viewed by customers entering, exiting, or visiting properties owned, operated, leased, or used by SCF.
- D. Use of tobacco is prohibited by any member of the SCF workforce during work hours regardless of where the employee is located.
  - 1. This prohibition includes use of tobacco by employees who are working away from their normal worksite.

- a. Accordingly, this prohibition extends to the work hours of members of the workforce who are working at clinics not owned by SCF, or those who are being paid to travel during the hours the workforce member is paid to travel.
- b. Similarly, the prohibition applies to members of the workforce who provide services in customers' homes or away from an SCF property during work hours.