

AM-KHN TOBACCO-FREE CAMPUSES AND WORKPLACE

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POLICY:

Kettering Health Network shares the goal of helping people lead healthy and productive lives. Kettering Health Network recognizes the serious health and fire hazards tobacco use presents both for smokers and nonsmokers. For more than 40 years, Kettering Health Network has respected the health of the community with clean air policies and with health education for tobacco users who wish to quit. Consistent with our mission to improve the quality of life in the community, State of Ohio law and the Greater Dayton Area Hospital Association, all campuses of the Kettering Health Network are tobacco free and cigarette free.

GUIDELINES:

- A. Tobacco use is prohibited within the buildings and on the grounds (including all company owned or leased locations and vehicles) by all employees, contractors, subcontractors, volunteers, residents, members of the medical staff, visitors, patients, medical and college students. Any use of tobacco is strictly prohibited on or in any parking lots and medical center property adjacent to or across the street from the hospital campus.
- B. Kettering Health Network is committed to caring for our patients with compassion and respect, and recognizes that patients may smoke prior to hospitalization. During the patient's hospitalization, staff will provide assessment, support, and encouragement to help increase comfort while in our tobacco free environment. Nicotine replacement products can be ordered by a physician to help manage hospitalization in a tobacco free environment. Patients should inform their physician upon admission if they would like nicotine replacement products ordered. Electronic cigarettes, or similar items, are prohibited on KHN campuses, even if they are considered nicotine replacement products. All patients are given information regarding smoking cessation classes and will be provided additional education as requested.
- C. Tobacco-free means smoking or using tobacco products is not permitted on our campuses and any company owned or leased locations and vehicles. Electronic cigarettes are also prohibited from use on KHN campuses since use of these products would create confusion in enforcement of this policy, and would create a public impression that cigarette smoking is condoned. A network employee cannot use tobacco products, as a courtesy to our neighbors, around a one-mile radius of any campus perimeters. An employee cannot smoke on or in any parking lots and network property adjacent to or across the street from any network campus. Tobacco free also means not smelling of smoke. Not smelling of tobacco and not smoking on any of our network campus means not smoking on breaks.

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This policy will be strictly enforced and employee violations of this policy will result in disciplinary action.

- D. Effective January 1, 2012, Kettering Health Network will no longer hire individuals who use tobacco or nicotine products in any form.

Current KHN employees who use tobacco products will be required to declare such use and be assessed a premium surcharge per pay period effective January 1, 2012, if they are enrolled in KHN healthcare plan benefits. Any change in status, from tobacco non-user to tobacco user during a year must also be declared so the appropriate surcharge can be added to the premium in a timely way.

If an employee signs up as a non-tobacco user at fall open enrollment, and resumes tobacco use by December 31 of that year, the employee has until January 31 of the following year (one month from the start of the insurance year), to report the changed status. The employee then must pay the missed surcharges, and pay future surcharges in the usual way after that. The same process would occur if there is resumed tobacco use in any month of the insurance year. The employee has until the end of the following month to self-disclose, must pay the missed surcharges, and continue paying future surcharges in the usual way.

Other than when there is self-reporting of the changed status (from non-tobacco use to tobacco use) as described above, it will be considered fraud and a disciplinable offense (up to and including termination) for an employee to use tobacco during the same time period the employee has declared no tobacco use. An employee who has declared non-use to avoid the surcharge, but who shows probable cause of having renewed or continued use, should be reported to Human Resources. Probable cause would include leaving the campus during work breaks for no apparent reason, or smelling like smoke on the job. Human Resources will arrange for nicotine testing to objectively determine whether or not there is fraud in that case. Refusal by an employee to submit to nicotine testing under these probable cause circumstances will be grounds for termination. Testing positive for nicotine after declaration of no tobacco use (other than in the self-disclosure situations described above), will also be grounds for termination.

- E. Enforcement of this policy is a responsibility of all network employees. Security officers will respond should a situation warrant, using tact and judgment in carrying out the intent of the policy.

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SPONSORING DEPT:	Administration
DEPARTMENTS AFFECTED:	All KHN Departments and Medical Staff
DATE OF ORIGIN:	11/91
LAST REVIEWED:	10/06
LAST REVISED:	12/07, 6/08, 7/08, 10/10, 10/11, 12/11, 8/12
APPROVED BY:	KMC Executive Council (10/4/12)
EFFECTIVE DATE:	10/4/12

SPONSORING DEPT:	Administration
DEPARTMENTS AFFECTED:	All KHN Departments and Medical Staff
DATE OF ORIGIN:	12/90
LAST REVIEWED:	1/03
LAST REVISED:	12/00, 9/05,1/06,8/12
APPROVED BY:	GVMC Executive Council (9/30/12)
EFFECTIVE DATE:	9/30/12

SPONSORING DEPT:	Administration
DEPARTMENTS AFFECTED:	All KHN Departments and Medical Staff
DATE OF ORIGIN:	3/10
LAST REVIEWED:	
LAST REVISED:	12/11,8/12
APPROVED BY:	GMH Executive Council (10/3/12)
EFFECTIVE DATE:	10/3/12

SPONSORING DEPT:	Administration
DEPARTMENTS AFFECTED:	All KHN Departments and Medical Staff
DATE OF ORIGIN:	12/11
LAST REVIEWED:	
LAST REVISED:	8/12
APPROVED BY:	FHH Executive Council (9/30/12)
EFFECTIVE DATE:	9/30/12

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