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| COREvecLOGO | **Section:** Human Resources | Effective Date: 2/14/17 |
| **Title:**  Smoke Free/Tobacco Use | **Previous Versions Dated: xxx** |
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| **Review/Approval Date: 02/14/2017** |

**POLICY AND GENERAL STATEMENT**

CORE LLC is committed to a completely tobacco-free environment for all members of its own community and for all other individuals who enter its leased or owned property. The use of tobacco will not be permitted in the clinics. including, but not limited to, all of the following on Company premises or client premises:

* Work areas, employee lounges, and restrooms.
* Conference rooms, meeting rooms, and classrooms.
* Employee offices, hallways, and vehicles.
* Work-site locations.

**DEFINITIONS**

Smoking is the inhaling, exhaling, burning, carrying, or possessing of any lighted tobacco product. Tobacco means all forms of tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco, including and any other lighted combustible plant material. The Company only permits smoking in outdoor area(s) where signs are posted stating “Designated Tobacco-Use Area,” which is the only approved outdoor area in which smoking is allowed. Employees must obide by CORE’s client’s site specific polices as well as CORE’s policy.

**PROCEDURE**

Any individual staff member found to be in violation of the tobacco-free workplace policy will be asked by a CORE LLC representative, typically a representative of management, to immediately cease the use of tobacco.

Individuals who are in a supervisory or managerial role are expected to assume responsibility for implementing this policy. Managers and supervisors who observe violators of this policy should address violators. The manager/supervisor should then alert the Area Management of the incident by an email message which includes the date, location and time of the incident as well as the name, and supervisor of the violator.

The manager/supervisor will document incidents and advise the employee's area manager of the violation along with HR.

The area manager will ask the supervisor to regard this incident as he or she would any other similar disciplinary action. The supervisor will take the appropriate disciplinary action, up to and including expulsion or termination, depending upon the severity, number, and type of violations.

Failure to comply with the policy may result in disciplinary action up to and including expulsion or termination. Individuals who fail to comply with the provisions of this policy will be subject to the applicable disciplinary procedures.

CORE will also abide by all federal and state laws regarding smoke free facilities.

Print Name

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