
	<b>1.5.8</b>	<b>TOBACCO FREE ENVIRONMENT</b>	Effective: 01/86 Revised: 05/09, 01/10, 03/11; 07/12, 08/13; 07/15; 08/18; 05/20; 08/23; 05/25; 06/26 Reviewed/Approved by Bd. Of Dir.: 06/26  Teddi Hernandez, President/CEO
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**Policy Statement:**

In an effort to provide a healthy workplace and minimize the harmful effects of second-hand smoke on the nonsmoker, Lakemary Center, Inc. (LMC) maintains a tobacco-free environment.

**Policy:**

Due to the nature of LMC’s mission and in compliance with state regulations, all LMC environments including owned and leased properties maintain a “Tobacco Free” policy. This policy applies to employees, all guests, and person’s supported.

LMC maintains a smoke- and tobacco-free environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes and vaporizers, pipes, cigars, snuff, and ~~or~~ chewing tobacco) is permitted in any part of the buildings, property owned, leased, or rented by LMC; or in LMC vehicles. However, employees may smoke in their personal vehicles, out of the line of sight of persons supported and in certain designated areas created for this purpose. Also, people renting personal residential space from LMC may smoke outside their residence in a designated area. Cigarette butts or other traces of litter or tobacco use may not be left on the ground or anywhere else on LMC property. No additional or extended breaks beyond those allowed under LMC’s break policy may be taken for the purpose of using tobacco or similar products. Breaks are to be taken on LMC premises only.

Employees must also conform to this smoking or tobacco-use procedure when working at a person’s residential site.

All employees are expected to abide by this procedure in all respects while at work. Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee’s work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

Employees are responsible for reporting fire hazards and/or violations to LMC’s tobacco-free environment policy to their supervisor or Employee Relations.

**Policy reference:** None

**Procedure reference:** Employee Handbook  
PRTF Program Procedure Manual  
Adult Procedure Manual  
Safety Manual  
Accessibility Plan  
Emergency Preparedness, Evacuation and Recovery Plan

**Application:** All Services