

EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC. SMOKING/TOBACCO PRODUCTS

NON-SMOKING POLICY:

As part of EFCMHC's and ODMHSAS's mission to promote, provide and, support the overall health of Oklahomans, and in particular, attend to health factors that greatly impact people with mental health and/or substance abuse issues, use of tobacco in all service settings is prohibited. EFCMHC shall prohibit possession or use of any form of tobacco product including: cigarettes, electronic cigarettes, cigars, cigarillos, blunts, little cigars, roll your own, shishah tobacco (hookahs), dissolvable tobacco (orbs, sticks, strips), snus, cream or dry snuff, dokha, gutka, bidis, kreteks, topical tobacco paste, tobacco gel, tobacco water, tobacco gum (not to be confused with nicotine gum for cessation purposes), and any other product containing tobacco by any consumer, visitor, staff, or volunteer, on any grounds or premises, including company owned/leased vehicles, over which EFCMHC has physical control. All events should be tobacco free. Events include trainings, special event fundraisers, awareness events, and comparable activity. Contractors (EFCMHC) are prohibited from accepting financial support from the manufacturers or distributors of tobacco products, their affiliates or any entity controlling or controlled by such companies.

To further support consumers' pursuit of positive health choices, EFCMHC will have procedures and practices in place to ensure that, for consumers who so desire, information about tobacco use, health impacts, and referrals to prevention and cessation programs is consistently provided. This support may be part of the consumer's integrative treatment plan in a format as the 5 A's Tobacco Cessation counseling process.

PROCEDURES:

Prevention:

- Signs will be posted near the entrance of all EFCMHC's facilities stating that smoking is prohibited on the premises and grounds.
- EFCMHC will make an effort to communicate the tobacco free status of all events including training, special event fundraisers, and awareness events in signage and other communications surrounding the event.
- EFCMHC shall always inquire of the consumers' tobacco use status and be prepared to offer treatment upon the request of the consumer.
- If necessary, individuals will be verbally reminded of EFCMHC's policy that prohibits possession or use of any form of tobacco products by any consumer, visitor, volunteer, or staff on any grounds or premises, training or event, including company owned/leased vehicles, over which EFCMHC has physical control.

Violations:

If a **staff member** is seen to be in violation of Edwin Fair Center's tobacco free policy, progressive discipline such as is outlined below is recommended:

1. The employee who witnesses the violation respectfully informs the person of the agency's tobacco free environment and asks them to comply with the policy by disposing of their tobacco products. The employee may present them a card with information on the tobacco policy and a list of cessation resources including but not limited to the Oklahoma Tobacco Helpline.
2. If the person in violation does not comply, he or she should be reported to his or her supervisor, the management team, or the human resource office.
 - **First offense:** The employee shall receive a verbal warning their supervisor or management team to discuss the violation and to review the policy. Employee will be presented with resources for tobacco cessation
 - **Second offense:** The employee shall work with their supervisor or management team to develop a plan of correction which he or she will sign, verifying that he or she understands the violation which has occurred and will thus forth comply with the tobacco free policy. The employee will again be presented with resources for tobacco cessation.
 - **Subsequent offenses:** If the violations continue to occur despite previous, in some cases, subsequent violations of this policy will be subject to disciplinary action, up to and including discharge, absent mitigating circumstances.

If a **consumer** is seen to be in violation of Edwin Fair Center's tobacco policy the following steps should be taken:

1. The employee who witnesses the violation respectfully informs the consumer that he or she is in violation of the agency's tobacco free policy and asks them to comply by disposing of their tobacco products. The employee may present them a card with information on the tobacco free policy and a list of cessation resources including but not limited to the Oklahoma Tobacco Helpline.
2. If the person in violation does not comply, he or she should be reported to his or treatment team and a critical incident report should be filed so that the treatment team can follow up with further supports for tobacco cessation.

Agency's Performance Improvement Plan Regarding Violations

If Edwin Fair Center has a violation (s) of their Tobacco-Free Workplace policy and/or compliance/enforcement plans, the agency will submit a plan of correction to their Wellness/Safety Coordinator. Edwin Fair Center will keep a log of organizational violations and the steps taken to address these violations.