

**Policies & Procedures**

**SMOKE & TOBACCO-FREE  
ENVIRONMENT**

**Section:** Clinical

**Pages:** 2

**Subject:** Smoke & Tobacco-Free Environment

**Effective Date:** 1/2012

**Revision Date:** 09/2023

**PURPOSE & POLICY:**

As a healthcare provider, DBH is committed to health and safety. To promote this commitment, all DBH facilities, outpatient campuses, company-owned vehicles, and properties are to be tobacco-free environments. No smoking, use of tobacco products in any form, or e-cigarettes will be permitted in facilities or on properties of DBH.

**ACCOUNTABILITY:**

It is the responsibility of all staff members to enforce the organization's tobacco-free environment policy by encouraging their colleagues, clients, visitors, and others to comply with the policy. Supervisors are particularly responsible for implementing and enforcing the DBH Smoke & Tobacco-Free Environment Policy.

1. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to DBH administration. Administrators will respond to the situation as appropriate, according to their professional judgment, and need to maintain a safe environment.

**GENERAL POLICY PROVISIONS**

A. Publication

1. Signs declaring this campus "tobacco-free" shall be posted at the DBH campus entrances and other conspicuous places.
2. DBH employees and other employees who work on the DBH campus will be advised of the provisions of this policy during New Employee Orientation.
3. DBH will post this policy in the DBH Employee Handbook.
4. Job announcements for all positions on the DBH campus will display a notice that DBH has a tobacco-free work environment policy.

B. Employees, Volunteers, Physicians, Students and Contracted Workers

1. Respectful enforcement of this policy is the responsibility of all DBH employees.

2. Employees, students, medical staff, volunteers, vendors, lessees, outside groups, and contractors are expected to comply with this policy.

#### C. Clients

1. Outpatient clients are prohibited from smoking or using tobacco on campus.
2. All clients admitted to DBH will be assessed for a history of tobacco use and the need for interventions related to tobacco addiction including nicotine replacement and cessation education.
3. Employees who encounter clients violating the tobacco policy are encouraged to politely explain the policy and report the violation to the client's treatment team.
4. Violation of this policy by clients is a treatment issue to be addressed by the treatment team.