



POLICY: Tobacco Free Work Environment

<i>Original Implementation Date:</i>	3.2016	<i>Date Reviewed/ Revised:</i>	7.2016	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	2
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PURPOSE: In an effort to promote the wellness of all our employees and to establish standards for a clean environment, Sun Health Senior Living has smoke and tobacco free campuses.

POLICY:

Tobacco products include, but are not limited to cigarettes, e-cigarettes, cigars, pipes, snuff, chewing tobacco and marijuana. Sun Health does not allow the sale or consumption of cigarettes, cigars, pipes, snuff, chewing tobacco or marijuana on any company property.

Employees should become familiar with the areas where smoking is either permitted or prohibited. Because *Sun Health Senior Living* may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any nonsmoking area may be subject to disciplinary action. Further, pursuant to attendance standards and adherence to work schedules, excessive time away from the work area for smoke breaks may lead to disciplinary action, up to and including termination. Human Resources will have information available about Smoking Cessation Programs offered for all interested parties.

RELATED POLICIES:

- TOBACCO FREE COMMUNITIES
- DRUG FREE WORKPLACE