
**HARTFORD HOSPITAL
HUMAN RESOURCES POLICY AND PROCEDURE MANUAL**

TOBACCO-FREE CAMPUS POLICY

Section: I. Standards of Conduct

Policy #: 118

Page 1 of 3

THIS POLICY BECOMES EFFECTIVE ON 11/19/09

Purpose: To establish and support a tobacco-free environment on Hartford Hospital's premises.

Hartford Hospital is committed to providing a safe, clean and healthy environment for our patients, visitors and staff. As a responsible community leader in healthcare, Hartford Hospital provides a tobacco-free environment to reduce health risks associated with the use of tobacco products (including, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless tobacco, dip and snuff) and to promote and encourage healthy lifestyles throughout the community.

Policy: Hartford Hospital will be a tobacco-free environment, effective *November 19, 2009*. The use, sale or noticeable odor resulting from tobacco products is prohibited on all of its premises.

Scope:

1. This policy applies to all persons, including staff, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youths, volunteers and others in Hartford Hospital buildings, on hospital-owned grounds, parking lots, parking garages and ramps, in all hospital-owned or leased vehicles, all personal vehicles located or parked on hospital property.
2. "Premises" is defined as all Hartford Hospital owned buildings and grounds, parking lots and garages and ramps, all hospital-owned or leased vehicles and personal vehicles located or parked on hospital property.

Procedure:

1. A comprehensive communication plan will be implemented that will inform staff, visitors, patients and all others of this action. Signs will be posted at each facility's entrances and displayed in prominent, visible areas thanking individuals for not smoking or using tobacco products in accordance with this policy.
2. Staff members will be oriented to this tobacco-free policy. Human Resources will also inform employment candidates of this policy during the application process and in the new hire orientation process.

Hospital Human Resources Policy And Procedure Manual

Laura Southard Durham



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HR Policies and Procedures Manual for Medical Practices Phd Courtney Price, 2014-06 In this updated edition of MGMA's popular HR resource you will receive guidance on developing policies and procedures and have access to more than 100 forms and policies that you can modify and use *Human Resources Policies and Procedures Manual Inc*

Bizmanualz, 2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it's already been done for you [Human Resource Policies and Procedures for Nonprofit Organizations](#)

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Table of Contents Hospital Human Resources Policy And Procedure Manual

1. Understanding the eBook Hospital Human Resources Policy And Procedure Manual
 - The Rise of Digital Reading Hospital Human Resources Policy And Procedure Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Hospital Human Resources Policy And Procedure Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hospital Human Resources Policy And Procedure Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hospital Human Resources Policy And Procedure Manual
 - Personalized Recommendations
 - Hospital Human Resources Policy And Procedure Manual User Reviews and Ratings
 - Hospital Human Resources Policy And Procedure Manual and Bestseller Lists

5. Accessing Hospital Human Resources Policy And Procedure Manual Free and Paid eBooks
 - Hospital Human Resources Policy And Procedure Manual Public Domain eBooks
 - Hospital Human Resources Policy And Procedure Manual eBook Subscription Services
 - Hospital Human Resources Policy And Procedure Manual Budget-Friendly Options
6. Navigating Hospital Human Resources Policy And Procedure Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Hospital Human Resources Policy And Procedure Manual Compatibility with Devices
 - Hospital Human Resources Policy And Procedure Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hospital Human Resources Policy And Procedure Manual
 - Highlighting and Note-Taking Hospital Human Resources Policy And Procedure Manual
 - Interactive Elements Hospital Human Resources Policy And Procedure Manual
8. Staying Engaged with Hospital Human Resources Policy And Procedure Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hospital Human Resources Policy And Procedure Manual
9. Balancing eBooks and Physical Books Hospital Human Resources Policy And Procedure Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hospital Human Resources Policy And Procedure Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Hospital Human Resources Policy And Procedure Manual
 - Setting Reading Goals Hospital Human Resources Policy And Procedure Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Hospital Human Resources Policy And Procedure Manual
 - Fact-Checking eBook Content of Hospital Human Resources Policy And Procedure Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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