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

TOBACCO-FREE CAMPUS POLICY

Section: I. Standards of Conduct

Policy #: 118

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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

Karin Nielsen-Saines



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