

**UPMC
POLICY AND PROCEDURE MANUAL**

POLICY: HS-HR0744*
INDEX TITLE: Human Resources

SUBJECT: Clean Air/Smoke-Free Campus

DATE: July 12, 2010

I. POLICY/SCOPE

It is the policy of UPMC to strive to provide a smoke-free environment for all of its domestic staff members, physicians, patients, visitors, volunteers and vendors. Smoking is prohibited in UPMC owned or leased facilities, buildings, passageways and parking garages. Smoking for residents of Senior Communities facilities, including their families and visitors, is subject to the terms of UPMC Senior Communities' policy.

II. PURPOSE

UPMC is committed to improving and protecting the health and well-being of its patients, visitors, volunteers, vendors and employees. As part of its effort to meet this responsibility, UPMC recognizes the evidence that smoking and secondhand smoke are health hazards and will prohibit smoking on its campuses in concert with the requirements of this policy while offering staff members and the community access to effective resources to quit smoking.

III. DEFINITIONS

- a. Smoking means inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke producing products.
- b. A campus for the purpose of this policy, includes all UPMC owned or leased real estate and owned or leased facilities, passageways and parking garages and lots.

IV. GUIDELINES

- a. This policy pertains to all employees, patients, medical staff, students, contracted personnel, volunteers, visitors, vendors, and tenants of UPMC.
- b. Signs will be posted to indicate that smoking is prohibited on UPMC campuses.
- c. Staff members who choose to smoke must do so on their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity.

- d. Staff members, physicians and volunteers in violation of this policy shall be subject to corrective action consistent with appropriate disciplinary policies.
- e. In some jurisdictions, fines can be assessed for violation of No Smoking regulations.
- f. Enforcement of this policy is the responsibility of all management staff. Security staff will monitor regulated areas in order to insure that all staff members, physicians, patients, visitors and volunteers are in compliance with this policy.

SIGNED: Gregory K. Peaslee
Senior Vice President, UPMC and Chief Human Resources and Administrative Services Officer

ORIGINAL: October 1, 1999

APPROVALS:

Policy Review Subcommittee: May 13, 2010

Executive Committee: July 12, 2010

PRECEDE: August 12, 2009

SPONSOR: Senior Vice President, UPMC and Chief Human Resources and Administrative Services Officer

*** With respect to UPMC business units described in the Scope section, this policy is intended to replace individual business unit policies covering the same subject matter. In-Scope business unit policies covering the same subject matter should be pulled from all manuals.**