

Tobacco Product Definition

- A. The agency strives to provide and maintain a safe and healthy workplace that is free of tobacco products. Additionally, to provide a healthy environment for all employees, volunteers, clients, and guests, The agency provides a smoke and tobacco-free environment. Tobacco and smoke from any source are prohibited in all areas, facilities, vehicles, and equipment of the agency.
- B. "Tobacco product" is defined as:
 - Any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
 - Any electronic smoking device and any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
 - Any component, part, or accessory of 1) or 2), whether or not any of these contains tobacco or nicotine, including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, flavor enhancers, or pipes.
- C. "Tobacco product" does NOT mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration (FDA), as those terms are defined in the Federal Food, Drug, and Cosmetic Act. There may be exemptions for FDA-approved cessation medications; Nicotine Replacement Therapy (NRT), such as nicotine gum, nicotine lozenges, nicotine patches, nicotine nasal spray that has been prescribed by a healthcare practitioner, and nicotine inhalers that have been prescribed by a healthcare practitioner; and for non-commercial use (religious reasons).

Tobacco Use

Use of Tobacco is prohibited:

- By employees, volunteers, visitors, vendors and contractors;
- At all work times, 24 hours a day, seven days a week;
- In or on all property owned, leased, or rented by the agency including: in any building or facility; on all grounds (including, but not limited to parking lots or garages, walkways, etc.); in any vehicle-owned, leased, or chartered by the agency.

Enforcement

- A. All staff should ensure that individuals are aware of the policy and, if necessary, remind them that it is not allowed. If the policy is not followed, employees should inform the designated employees trained and granted the duty to enforce. Contractors and all other visitors must also adhere to this procedure while on agency grounds.
- B. Infractions of this procedure by employees will be addressed by established personnel procedures. Employees in violation of this tobacco free procedure may be subject to corrective measures. Any visitors who violate this procedure will be reminded by employees that Mid-Ohio

Psychological Services, Inc. is tobacco-free, and employees will instruct the visitor as to how to properly dispose of the tobacco product.

Notification

- A. As a condition prior to hiring, all prospective employees will receive a copy of Mid-Ohio Psychological Services, Inc.'s 100% Tobacco-Free Policy included in the personnel procedures. Cessation services resources will be available to all employees who states use.
- B. Employees will be provided notice of this procedure and enforcement protocol through employee handbooks and Personnel procedures.

Education

- A. Employee training, and professional development activities will provide basic knowledge of the effects of tobacco use combined with effective instructional techniques and strategies, program-specific activities, and offering of (or referral to) cessation programs, such as 1-800-QUIT-NOW conducted by local resources.

Tobacco Promotion and Contribution Prohibited

- A. Tobacco advertising, sales (including vending machines), and distribution are prohibited on facility grounds, in all sponsored publications, and at all facility-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on facility grounds, in facility vehicles, or at facility-sponsored events. All Mid-Ohio Psychological Services, Inc.-affiliated organizations are forbidden from accepting any form of contribution including, but not limited to, financial support, gifts (such as book covers, signage, and speakers, etc.), or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the Mid-Ohio Psychological Services, Inc.

Resources for Tobacco Users

- A. Mid-Ohio Psychological Services, Inc. will offer employees interested in quitting tobacco use access to smoking cessation programs and materials.
- B. Employees who wish to cease their tobacco use are encouraged to make use of local resources and Ohio's available tobacco cessation resources:
 - Over the phone: Call the Ohio Tobacco Quitline at 1-800-QUIT-NOW.
 - The Ohio Tobacco Quitline is a cessation program that offers personal quit coaching and telephone counseling free of charge to ALL Ohioans, regardless of insurance status or income. For more details about the program, visit: <https://ohio.quitlogix.org/en-US/>
- C. Questions about the tobacco-free procedure should be directed to Shawna Watts at 740-687-0042 or shawnawatts@mopsohio.com