



Triumph Treatment Services Employee Tobacco Use Policy

Beginning October 1, 2009 smoking or use of smoke-less substances or evidence of use, such as bringing cigarettes into the facility, smelling of smoke, or smokeless tobacco cans in your pocket, is not allowed in any of Triumph Treatment Services facilities or on its grounds by any staff member.

You may not show evidence of nicotine use when you arrive to work or throughout your scheduled shift. You may not use fragrances, such as perfume, aftershave, etc. to mask the odor of smoking. Tobacco is not allowed on breaks. If you leave the grounds for lunch, you may not return showing evidence of tobacco use or strong fragrance when you return. If that means taking a shower and changing your clothes, then you must do so.

Please be aware that you are perceived as a role model by our patients and you are also a representative of the agency to the community. As a user of tobacco products, you become desensitized to the odor, however non-users may be offended by the odor or may even be allergic to it.

If you are found to show evidence of tobacco use during working hours, you will be subject to the following three-step disciplinary policy:

Step 1: You will be sent home *without pay* to change, shower, and return to work. Written documentation will be placed in your file.

Step 2: You will be sent home with a written formal warning and a 3 day *unpaid* suspension. Management and your supervisor will give you information or other resources to address your nicotine addiction. Upon return to work you will have a plan to address how you will remain nicotine free during your working hours.

Step 3: An additional *unpaid suspension at minimum*, up to and including termination of employment.

Please be aware this policy has been in effect at Riel House and Casita del Rio for many years.

Nicotine has been recognized by Triumph Treatment Services as well as many other nationally recognized addiction groups to not only be an addictive drug, but one that has direct health consequences to the user and also those around the user. It is the policy of Triumph Treatment Services to provide a nicotine free environment for staff, patients, clientele, and tenants. Staff is encouraged to stop smoking or chewing tobacco. Education on smoking and nicotine is provided to patients as part of their therapy. This information is also available to staff through the personnel department, EAP program, insurance company, many community programs, and your primary care physician.