

**VANDERBILT UNIVERSITY AND MEDICAL
CENTER**
HUMAN RESOURCES POLICIES AND PROCEDURES
**SUBJECT: SMOKING AND TOBACCO PRODUCTS IN THE WORKPLACE
POLICY**
POLICY #: HR-031
EFFECTIVE DATE: March 1, 2001
(Revision Date September 1, 2008 changes noted in Red)

POLICY

As a premier educator and health care provider, Vanderbilt recognizes the effects and costs of smoking on our society. The University is committed to promoting a healthy environment for its staff and visitors without the hazards associated with tobacco products within the confines of all buildings. Smoking and the use of tobacco products is confined to locations that have been designated as "smoking areas." **The Vanderbilt University Medical Center is a "smoke free" campus ([Medical Center Smoking & Tobacco Use Policy SA 40-10.02](#)).** Tobacco products will not be sold in any University academic or medical center building.

PROCEDURE

Supervisors are responsible for the enforcement of this policy in their areas, and violation of the smoking and tobacco products policy for staff may result in Performance Improvement Counseling, up to and including discharge. Supervisors or staff who observe staff or visitors smoking within the confines of University grounds, that have not been designated as "smoking areas," should inform the person(s) of the appropriate approved smoking area. If a staff member refuses to stop smoking in a non-designated area, when possible, the supervisor should be called for appropriate disciplinary action.

In support of this important policy, the following programs and services are available for staff:

- A. **HEALTH Plus:** The mission of HEALTH Plus is to actively promote healthy lifestyles among Vanderbilt staff. Two programs that support a smoke-free work environment are:

Smoking Cessation -- "Smoking is a significant health risk. The 1989 twenty- five year Surgeon General's summary report concluded that smoking is responsible for one of every six deaths in the United States. Smoking remains the single most important cause of death in our society. Vanderbilt University has a commitment to a smoke-free environment. HEALTH Plus and the Dayani Center offer several smoking cessation options for faculty and staff. Call HEALTH Plus, 343-8943, for your free self-help kit or for information about classes."

Great American Smokeout - "This event is held annually the third Thursday of November. HEALTH Plus encourages all smokers to kick

the cigarette smoking habit, at least for 24 hours, on this day. HEALTH Plus provides 'survival kits' from the American Cancer Society and other health agencies filled with goodies and tips for successfully stopping smoking. We encourage parents to take the opportunity to talk to their children about never starting this habit. " For additional information about the HEALTHPlus programs, call 343-8943 or access their website at the following address:

<http://www.vanderbilt.edu/HRS/wellness/healthplus.htm>

- B. **The Dayani Center:** The Kim Dayani Human Performance Center is located at the following address: 1500 22nd Avenue South, Nashville TN 37212. "The Dayani Center offers a wide range of assessments and health screenings including athletic evaluations, comprehensive health assessments, fitness assessments, nutritional analysis, exercise programs and classes in smoking cessation and weight management." For additional information about the Dayani Center, call 322-4751 or access their website at the following address:

<http://www.mc.vanderbilt.edu/health/centers/dayani.html>

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