

# Mayo Clinic Smoking Policy

This policy communicates Mayo's position on smoking and the use and sale of tobacco products and its expectation for all employees. The health hazards of tobacco use have been recognized by Mayo. As a leader in medicine, Mayo has an obligation to its patients and to the public to strongly assert the risks of tobacco use. Establishment of a smokefree environment makes such a statement. The use of tobacco products by our employees compromises the image of Mayo as a healthcare institution.

## Policy

Smoking or the use or sale of tobacco is prohibited in or on all Mayo-owned or leased buildings, grounds, parking lots, ramps, plazas, vehicles, subway areas, and sidewalks adjacent to Mayo properties.

Mayo Clinic has the right to establish policy. Compliance with the policy is expected, based upon the importance of the message this conveys to our patients as well as the implications the policy has on the health and well-being of our staff. Adherence to this policy is a condition of continued employment with Mayo Clinic.

Nicotine dependence treatment services are available to all Mayo employees, patients and visitors, and participation in these treatment programs is encouraged.

An exception to the policy for hospitalized patients may be allowed, only after agreement by the following:

- primary consultant caring for the patient
- nursing management of the area involved
- Nicotine Dependence Consultation Service

Only if there is agreement of all three will an exception to the policy be made and a patient allowed to smoke in the hospital.

## Procedure

### **Human Resources will assist in communicating this policy by:**

Informing all applicants for employment at Mayo of the Smoking/Tobacco Products policy prior to applicant accepting an offer of employment at Mayo.

Reviewing the policy at New Employee Orientation.

Publishing an article regarding the policy and the importance of enforcement in "This Week at Mayo Medical Center" on an annual basis. This publication is available to all Mayo Medical Center personnel.

Patients and visitors will be notified of the policy prior to arrival whenever possible. In addition, "No Smoking" signs are placed at all the entrances to Mayo and in all visitor/patient areas.

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All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors.

Employees smoking or using tobacco products on the Mayo Clinic campus are in violation of the Smoking/Tobacco Products policy and subject to corrective action.

Corrective action for infractions to the Smoking/Tobacco Products policy will be handled according to the standard corrective action guidelines (see Corrective Action policy). Every effort will be made to assist employees with resource information and their understanding of this policy.

Employees will be educated on the Smoking/Tobacco Products policy and opportunities for Nicotine Dependence Treatment programs and services throughout the corrective action process.

Supervisors will assist employees in making arrangements to attend the Nicotine Dependence Treatment programs, and this will be treated like any other medical condition.

Supervisors are responsible to ensure that the Smoking/Tobacco Products policy is implemented and enforced.

Discuss importance of patient care issues with employees. Patients express their concerns when they smell smoke on someone caring for them, when they are confronted by lingering smoke at building entrances, and the sight of people smoking or using tobacco products in front of Mayo campus buildings.

**Review these items at each stage of corrective action:**

- Smoking/Tobacco Products policy
- Effect on patient care and work environment
- Mayo image as a healthcare provider
- Nicotine Dependence Treatment Program options
- Employee Assistance resources
- See Personal Physician

**Employees violate the Smoking/Tobacco Products policy when:**

- Smoking or using tobacco products in or on Mayo-owned or leased:
  - Buildings
  - Grounds
  - Parking Lots
  - Ramps
  - Plazas
  - Vehicles
  - Subway Areas
  - Sidewalks adjacent to Mayo properties

Clearly identified on or around the campus as a Mayo employee, smoking or the use of tobacco products compromises our image and mission as a healthcare provider and is therefore prohibited.

Security staff have been assigned to approach employees smoking or using tobacco products on or around the campus to remind them of the policy and complete an incident report for supervisory follow-up.

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