



Tobacco Free Policy

Purpose:

This policy has been established to protect and promote the health and well-being of employees and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. Boys & Girls Club of Aberdeen Area has an obligation to its employees and the public to take action known to protect peoples' health. The use of tobacco products by employees or visitors compromises the mission of Boys & Girls Club of Aberdeen Area providing a safe and healthy place to conduct business. The policy set forth below is effective immediately for Boys & Girls Club of Aberdeen Area.

Tobacco-Free Areas:

All areas of the workplace and property are now tobacco-free, without exception. This pertains to any tobacco product including the use of smokeless or "spit" tobacco and vaporizers or e-cigarettes and applies to both employees and non-employee visitors of our organization. This includes the building and grounds, parking lots, and Boys & Girls Club owned vehicles at all times, and any vehicles on the property.

Sign Requirements:

Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances and other prominent places. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

Compliance:

Enforcement of this policy is the shared responsibility of all Boys & Girls Club of Aberdeen Area personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, please notify management.

Incidents of smoking, tobacco use and/or e-cigarettes by employees are to be documented for supervisor follow-up, as well as evaluated for trends and patterns of non-compliance.

Tobacco Cessation Opportunities:

The Boys & Girls Club of Aberdeen Area will offer SD Quit Line information to all employees and Club families who want to quit smoking or chewing tobacco. Tobacco cessation information is also available from the South Dakota QuitLine's toll-free number 1-866-737-8487, or by visiting the website at: <http://www.SDQuitLine.com>.

Questions:

Any questions regarding the tobacco-free policy should be directed to the Boys & Girls Club Executive Director.