



Phoenix Programs, Inc.

# Phoenix Programs, Inc. Tobacco Free Policy

## **Purpose**

To reduce addiction, disease and death caused by the use of tobacco products, Phoenix Programs, Inc. intends to provide a tobacco-free environment, tobacco education programs, and treatment of tobacco use and dependence.

The mission of Phoenix Programs, Inc. is to: "To reduce the adverse effects of alcoholism and other drug addiction in our families and our community by providing treatment, support and educational services." In keeping with the mission of treating addictions, it is the policy of Phoenix Programs, Inc. to provide treatment for all addictions, including tobacco, and to maintain a drug, alcohol and tobacco free campus and workplace.

## **Policy Statement**

As of October 15, 2009, no tobacco products may be used anywhere on Phoenix Programs Inc. property. Property includes all buildings, grounds, parking lots, driveways, sidewalks and vehicles.

## **Procedure**

### **A. Employees and Volunteers**

All employees are prohibited from using tobacco products during work hours which includes lunch and rest breaks as defined in the following section of the personnel policy and procedures manual (Section III p. 7 and Section V p. 10). Employees may not display any evidence of tobacco use during work hours which is consistent with (Section X Drug Free Workplace, Employee Assistance p.15 -16).

### **B. Clients**

Clients may not possess or use any tobacco products or tobacco paraphernalia in any Phoenix Programs facilities or vehicles or on the grounds of any Phoenix Programs properties. Any tobacco products or (paraphernalia: lighters, rolling papers, packages, cartons, hookahs, etc.) brought to any Phoenix Programs property will be disposed of.

### **C. Visitors**

Visitors may not possess or use tobacco products or tobacco paraphernalia at any time while on the Phoenix Programs, Inc. property or while taking part in Phoenix Programs programming or events such as 12-Step Meetings, Family Events or other programming.



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## **D. Policy Communication**

1. All community referral sources will be notified of this policy by letter and will continue to be notified on an ongoing basis.
2. All clients will be informed of this policy as part of the admission process and will sign a written behavior contract at that time.
3. All visitors and family members will be informed of this policy as part of the process of scheduling visits.
4. All visitors attending Phoenix Programs events and programming will be informed of this policy via brochures announcing events and upon arrival at the facility.
5. All employees and volunteers will be notified of this policy in employment announcements, during their first interview, prior to hire, orientation and will receive and sign a copy of this policy.
6. Signs stating "This is an Alcohol, Tobacco, and Drug-Free Program" will be posted at all Phoenix Programs buildings and grounds.

## **E. Resources**

### **Tobacco Recovery Options and Education for Employees**

1. Tobacco dependence treatment will be available to all employees at Phoenix Programs on an on-going basis.
2. All clinical employees will be offered training on how to address and treat tobacco withdrawal symptoms and dependence. Staff will be educated on maintaining a tobacco free environment. Phoenix Programs will integrate tobacco recovery into overall treatment methodology for addictions to include assessment, education, and treatment planning and continuing care of tobacco dependence.

### **Tobacco Prevention, Education and Treatment for Clients**

1. Clinical employees will assess all clients for tobacco use and dependence upon admission. Tobacco dependence will be diagnosed and documented. Clinical employees will identify tobacco dependence treatment goals on client's treatment plan, and review progress towards goals regularly as they would any other substance dependency.
2. Tobacco use and dependence education will be provided for clients in every level of programming at Phoenix Programs.

## **F. Monitoring and Compliance**

1. All employees, clients, volunteers and visitors are expected to adhere to this policy.
2. All employees are expected to be familiar with this policy and are responsible for monitoring and enforcing compliance with clients, visitors and other employees.
3. Employees who violate this policy are subject to the same disciplinary procedures used for any other policy violation related to work performance found in (section VII, pages 13-15) of the personnel policy and procedures manual.
4. Clients who violate the policy will have the violation addressed as a treatment issue first, and as a disciplinary issue if violations persist. The treatment staff will address noncompliance with the client.
5. Visitors who violate this policy will be informed of the policy and asked to comply. Visitors who persist in violating the policy will be asked to leave.