

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 704
VERSION: 1

SUBJECT/TITLE: DISCIPLINE FOR VIOLATION OF SMOKING POLICY

POLICY: It is the responsibility of every Facilities supervisor to enforce the no-smoking policy.

PURPOSE: To state how Facilities Division enforces the hospital policy prohibiting smoking except in the designated smoking areas.

PROCEDURE: Violations of the no-smoking policy shall be treated routinely:

1. The employee will be counseled on the occasion of the first observed violation.
2. Upon subsequent violation, the employee will receive written documentation of the violation including a warning that continued violation will lead to formal discipline that could include suspension and possible discharge from County service.
3. An employee discovered in the act of violating the smoking policy, who refuses to comply with an order by supervision to extinguish smoking materials is subject to the separate charge of insubordination and could warrant a suspension.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/12/2015	Revision Date:
Distribution: Facilities	
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