Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

Tobacco Free Workplace Policy

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of Trindel Insurance Fund (hereafter referred to as the "Fund"), to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and electronic cigarettes, commonly referred to as "vaping" applies to both employees and non-employee visitors to the Fund.

Definition

1. Use of tobacco products is prohibited within the facilities of the Fund at any time.

    Smoking or tobacco use, including electronic cigarettes will be located at least 20 feet from the main entrance and/or other entrance doors, windows and HVAC units.

    All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of properly.

2. No tobacco use, including electronic cigarettes, allowed in any company vehicle.

    There will be no use of any form of tobacco in Fund vehicles at any time.

    There will be no tobacco use in personal vehicles when transporting people on Fund authorized business.

Procedure

1. Employees will be informed of this policy through signs posted in Fund facilities, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.

2. Visitors will be informed of this policy through signs.

3. The Fund encourages employees who want to quit tobacco to access recommended cessation programs and materials at the American Cancer Society at 1-800-227-2345 or visit www.cancer.org.

4. Any violations of this policy will be handled by the Executive Director or designee.