

**UPMC  
POLICY AND PROCEDURE MANUAL**

**POLICY: HS-HR0744\***  
**INDEX TITLE: Human Resources**

**SUBJECT: Clean Air/Smoke and Tobacco-Free Campus**  
**DATE: April 27, 2020**

Absent conflicting language as contained in a governing legal document or summary plan description, this policy applies as described in the scope below. At the request of regulatory agencies, the hospitals which have adopted this policy are specifically listed on the Human Resources Policy [hospital scope checklist](#).

**I. POLICY/SCOPE**

It is the policy of UPMC to strive to provide a smoke and tobacco-free environment for all of its United States based subsidiary employees, physicians, patients, visitors, volunteers, contracted personnel, students, non-employed medical staff, and vendors while working in states, such as Pennsylvania, where such policies are lawful. Smoking and the use of tobacco is prohibited in UPMC owned or leased facilities, buildings, passageways and parking garages and is prohibited during the work shift. Presenting at work smelling of smoke is also not permitted. For residents of Senior Communities facilities, including their families and visitors, smoking and the use of tobacco is subject to the terms of UPMC Senior Communities' policy.

Links to policies referenced within this policy can be found in Section V.

**II. PURPOSE**

UPMC is committed to improving and protecting the health and well-being of its patients, visitors, volunteers, physicians and employees. As part of its effort to meet this responsibility, UPMC recognizes the evidence that smoking, secondhand smoke and the use of tobacco are health hazards and will prohibit smoking and tobacco use on its campuses in concert with the requirements of this policy while offering employees and the community access to effective resources to quit smoking or use of tobacco.

**III. DEFINITIONS**

- a. Tobacco use includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.
- b. A campus for the purpose of this policy, includes all UPMC owned or leased real estate and owned or leased facilities, passageways and parking garages and lots.

- c. Work shift is defined as the time one reports to work until the shift is over. This policy also applies to paid and unpaid breaks, including lunch. This includes breaks and lunches taken on and off campus.

#### IV. GUIDELINES

- a. Signs will be posted to indicate that smoking or the use of tobacco is prohibited on UPMC campuses.
- b. Employees, physicians, students, and volunteers are prohibited from smoking or using tobacco for the duration of their shift.
- c. Employees, physicians and volunteers in violation of this policy shall be subject to corrective action, up to and including discharge, and consistent with appropriate corrective action policies.
- d. In some jurisdictions, fines can be assessed for violation of No Smoking/No Tobacco regulations.
- e. Enforcement of this policy is the responsibility of all management staff. Security staff will monitor regulated areas in order to ensure compliance with this policy.

#### V. POLICIES REFERENCED WITHIN THIS POLICY

[HS-HR0704](#) Corrective Action and Discharge

[HS-HR0714](#) Dress Code

**SIGNED:** John L. Galley  
Senior Vice President and Chief Human Resources Officer

**ORIGINAL:** October 1, 1999

**APPROVALS:**  
Policy Review Subcommittee: April 9, 2020  
Executive Staff: April 27, 2020

**PRECEDE:** April 26, 2019

**SPONSOR:** Senior Vice President and Chief Human Resources Officer

**\* With respect to UPMC business units described in the Scope section, this policy is intended to replace individual business unit policies covering the same subject matter. In-Scope business unit policies covering the same subject matter should be pulled from all manuals.**