



<b>Date Created:</b>	8.25.2009
<b>Category:</b>	Building
<b>Revised:</b>	11-1-2011
<b>Approved:</b>	11-1-2011
<b>Submit to COO:</b>	Gail Albertson, MD

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**Subject:** UPI No Smoking Policy and Procedure for a Smoke and Tobacco Free Workplace Environment Page 1 of 2

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**Purpose:** To ensure that all University Physicians Inc, (UPI) employees and tenants of the UPI building know the smoking Policy & Procedure.

University Physicians Inc. is committed to the promotion of health, which includes prevention as well as treatment of diseases. UPI in accordance with the Colorado Clean Indoor Air Act will ensure a healthy workplace and caring environment for tenants, patients, visitors, and employees.

**Policy:** The UPI and Good Neighbor Smoke and Tobacco Free Workplace Environment Policy prohibits the use of any tobacco products throughout UPI's buildings, parking lots, and any properties owned or leased by UPI. In addition to no smoking on the Anschutz Medical Campus (AMC) Campus and Fitzsimons Redevelopment Authority (FRA) property, our Good Neighbor Policy prohibits smoking, use of tobacco products, congregating or loitering on, or adjacent to, any of our neighbor's property including sidewalks, parking lots, empty lots, and roadways. This policy also prohibits the use of tobacco in all employee vehicles on UPI grounds and the use of tobacco in UPI owned or company leased vehicles regardless of their location. The policy applies to patients, visitors, employees, vendors, students, medical staff, contractors, subcontractors, and all persons entering UPI properties.

**Accountability:**

Employee: Each employee is responsible for not smoking or using any tobacco products in the UPI building, Anschutz Medical Campus, the Fitzsimons Redevelopment Authority property, UPI community clinics, or any properties owned or leased by the UPI. Each employee is responsible for enforcing the Policy. Violation of the Policy is subject to discipline up to and including termination.

Management and Tenants: Accountable for complying with and enforcing the Policy.

Human Resources: Informs and obtains consent from applicants to comply with the Policy.

Patient and Visitors: All patients and visitors will be expected to adhere to the Policy while on UPI property or in the University of Colorado Hospital buildings on the Anschutz Medical Campus or in one of the University of Colorado owned or leased buildings and parking lots.



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**Procedures:**

1. Updated Effective Date: November 1, 2011
2. Employee: At the time of hire, new employees will be advised of the Policy by Human Resources and the hiring manager. All employees are responsible to advise visitors and patients of the Smoke and Tobacco Free Policy and address the Policy with anyone they see smoking on UPI premises. Employees in violation of the Policy are subject to disciplinary action up to and including termination.
3. Visitors: Visitors are informed of the Policy by signage in public areas, and by each department. A visitor violating the Policy will be advised of the Policy and asked to comply. If the visitor remains non-compliant after being advised of the Policy, the Property Manager, or UPI Director will call AMC Police Department to reiterate the policy, provide a warning, ask the visitors to leave, and/or escort the visitor from the UPI premises.
4. Contractors and Vendors: All contractors and vendors are advised of the Policy by signage, contract language, and service agreements. Failure to comply with the Policy will result in being asked to leave the premises or being escorted from the premises.

**Renewal/Review:**

This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:**

Human Resources and Facilities are responsible for adoption and/or implementation of this policy.