

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 05/09/11	SECTION: Facilities	
BOARD APPROVED ON: 07/01/90, 06/08/11	DATE REVISED: 02/25/16	SUBJECT: Smoking Policy	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/15/17, 11/21/18, 11/18/20, 11/18/2022		POLICY #: EB-003	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of Blue Water Developmental Housing to keep with the Michigan Smoke Free Workplace Act (PA 188 of 2009) shall be smoke free.

Smoking will continue to be strictly prohibited within all company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. This policy applies to all employees, individuals residing in any of the BWDH facilities, contractors and visitors.

For all home (s) licensed as Child Caring Institutions (CCI), smoking is strictly prohibited.

Smoking shall be restricted to the designated smoking area outside of the building (30 feet away from door) permitted only in the designated smoking area. Employees will keep the area litter free.

Cigarettes, cigars and pipe tobacco shall not be sold or dispensed within the licensed facility.

Prominent signs communicating the policy will be posted at all entrances of the building.

III. COMPLAINTS

Persons observing a violation of this policy should bring it to the attention of their supervisor or appropriate division director.

IV. INVESTIGATIONS

Program supervisors receiving a complaint will investigate and take action to resolve the issue within a reasonable time frame, not to exceed five (5) business days.

V. VIOLATORS

Persons found to have violated this policy will be subject to disciplinary action(s), up to and including loss of smoking privileges and termination.