

**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, 4/1/2025	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 fully comply with the Michigan Smoke Free Workplace Act (PA 188 of 2009). All BWDH worksites shall be smoke free.

This policy applies to all tobacco products and vaping devices.

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.

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, vaping devices and pipe tobacco shall not be sold or dispensed within the licensed facility.

For those working at locations owned by St. Clair County Community Mental Health Authority (SCCCMHA) the following standard will apply:

- Workforce members, including employees, students, contractors, vendors, and volunteers must not use any tobacco or marijuana products on SCCCMA campuses, including all agency work areas and public spaces, agency vehicles, and parking lots. Marijuana products must not be brought onto SCCCMA campuses. Tobacco products must be kept inside employee vehicles unless being carried to an off-campus location for use during non-working hours.

The prohibition on the possession and use of marijuana applies to all BWDH worksites, public spaces, vehicles, and parking lots.

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

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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.