

## **Tobacco Free Policy – Amedisys**

### **Purpose**

Consistent with its business as a healthcare provider, Amedisys encourages the good health and well being of its employees, patients, and visitors. Therefore, effective March 1, 2011, Amedisys is implementing a tobacco free policy.

### **Policy**

Amedisys desires for its employees to be dedicated to being healthy role models for each other and for the patients we serve. Thus, the policy of Amedisys is to be tobacco free.

### **Procedure**

Unless prohibited by applicable federal or state law, smoking and the use of any other tobacco products by Amedisys employees is prohibited in the following circumstances:

1. on all Amedisys property at all times, including buildings, parking lots, and vehicles,
2. on all property adjacent to Amedisys property during business hours, including sidewalks and parking lots,
3. on or adjacent to all referral source property during business hours, including sidewalks and parking lots,
4. on or adjacent to all patient homes during business hours, including sidewalks and driveways, and
5. in employee-owned vehicles on the locations and at the times described above.

This policy **does not** prohibit employees from smoking or using tobacco products in circumstances other than the ones described above. Thus, smoking or using tobacco products is permitted during work breaks and while off-duty, provided it is not done in one of the locations listed in 1 through 5, above.

**However**, if an employee chooses to smoke or use any other tobacco products as permitted by this policy, then he or she must have no detectable odor of tobacco residue when returning to work. This is especially important in the context of patient care. Therefore, before an employee returns to work after using tobacco products, the employee must eliminate the odor by (i) washing his or her hands and face (or using alcohol-based hand sanitizer), (ii) using a spray-on odor eliminator on his or her work clothes, and (iii) using mouthwash or brushing his or her teeth.

The prohibition on smoking and the use of any other tobacco products also applies to any visitors on Amedisys property.

### **Compliance**

All employees are expected to adhere to this policy and maintain the professional commitment of the Company to provide a tobacco free environment.

All employees are responsible for enforcing this policy. Violations should be reported to the employee's supervisor or directly to the Human Resources Governance, Compliance & Diversity Department.

An employee who violates this policy will be subject to disciplinary action as follows:

1. First Violation- Employee will receive a verbal warning of policy violation.

2. Second Violation- Employee will receive a written warning of policy violation.
3. Third Violation- Employee will receive a second written warning of policy violation.
4. Fourth Violation- Employee will be subject to further disciplinary action, up to and including termination of employment.

Notwithstanding the foregoing, the Company reserves the right to take all disciplinary action that the Company deems necessary under the circumstances. All such disciplinary action will be taken in accordance with the Company's Employee Handbook.