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|  <b>Orange Cross Ambulance</b> | Orange Cross Ambulance, Inc.<br>1919 Ashland Avenue,<br>Sheboygan, WI 53081 | SOP #                  | OCA 1.21            |
|   |   | Revision #             |                     |
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| Page#   | 1 of 3  | Last Reviewed/Updated: |                     |
| SOP Owner   |   | Approval               |                     |

## OCA 1.21 Tobacco and Smoke-Free Workplace Policy

### Background

OCA has a vital interest in maintaining a safe and healthy environment for its customers, visitors and all who work here. The company recognizes that smoking, vaping, breathing secondhand smoke and e-cigarette vapor and using tobacco products of any kind (to include chewing tobacco) contribute to serious health consequences.

### Purpose

The purpose of this SOP is to outline the prohibition on the use of tobacco or tobacco related products in company work areas or vehicles, while also designating “smoking areas” at some of our locations.

### Applicable To

This policy applies to all individuals employed and contracted by Orange Cross Ambulance, Inc. (“OCA”).

### Enforceability

It is the responsibility of each employee to comply with the Tobacco and Smoke-Free Workplace Policy at all times.

### Definitions

For the purpose of this SOP the following definitions shall be applied:

1. **Chewing Tobacco** – Chewing tobacco is a type of smokeless tobacco product consumed by placing a portion of chopped tobacco between the gum or lower lip and teeth. Unwanted juices from this product are then expectorated into a bottle, cup, or simply on the ground.
2. **Electronic Smoking Devices (ESD)** – ESD’s are battery powered nicotine delivery devices designed to vaporize traditional tobacco-like products into a smoke-like form.

3. **Smoking** – Smoking is the practice in which a substance is burned and the resulting smoke breathed in to be tasted and absorbed into the bloodstream.

## Policy

1. The smoking of tobacco products and/or the use of products to include ESD's and chewing tobacco is prohibited in all OCA owned and operated properties and vehicles with the exception of designated smoking areas.
  - a. At OCA Station 2, 1919 Ashland Avenue, Sheboygan, WI 53081 a designated smoking area has been created on the southwestern portion of the property between the annex and the refuse collection point. Smoking is strictly prohibited in front of any other area of the building.
  - b. At OCA Station 4, 604 S Milwaukee Street two designated smoking areas have been created. One in front of the northeastern side of the main building. A second area has been created adjacent to the automotive repair shop between the main building and the maintenance building.
2. Personnel must adhere to the smoking policies for any third-party structure from which OCA leases or operates.
  - a. HSHS St. Nicholas Hospital (OCA Station 1) is a smoke-free campus and smoking is strictly prohibited on the grounds of the hospital, including in parking lots and walkways.
  - b. Advocate Aurora Sheboygan Memorial Medical Center is a smoke-free campus and smoking is strictly prohibited on the grounds of the hospital, including parking lots and walkways.
  - c. Smoking is strictly prohibited on the grounds of the Town of Sheboygan Fire Department (OCA Station 5).
  - d. Smoking is restricted to the designated area on the southwestern portion of the grounds, adjacent to the building, at least 20 feet from the fire apparatus garage exit door.
3. Personnel are to abide and observe "NO SMOKING" signs and areas without exception.
4. Smoking and the use of ESD's in areas where flammable or combustible materials are stored is strictly prohibited.
5. Smoking, the use of ESD's or open flame within fifty (50) feet of refueling stations is prohibited.
6. Smoking, the use of ESD's and chewing tobacco in patient transport compartments is strictly prohibited.
7. Cigarette butts and/or remnants are to be completely extinguished after use and disposed of only in a properly marked and designated receptacle.
8. The residue or remnants from any tobacco products must never be thrown on the ground anywhere inside or outside of designated smoking areas. Employees discovered littering will be considered in violation of this policy.

9. The use of tobacco products on any scene, accident scene, fire ground, or staging area is strictly prohibited.

## Inquiries, Disputes and Rights

Employees with inquiries, complaints or disputes about the use of tobacco products or e-cigarettes in the workplace should contact their manager or Human Resources.

Employees and applicants for employment who exercise or attempt to exercise any rights granted under the tobacco-free workplace policy, are protected from retaliatory adverse personnel action which includes, but is not limited to, dismissal, demotion, suspension, disciplinary action, negative performance review, any action resulting in loss of status, compensation or other benefit, failure to hire, failure to appoint, failure to promote, transfer or assignment, or transfer or assign against the wishes of the affected employee.

If any employee or applicant feels any such adverse personnel action has been taken against them for exercising their rights under this policy, they should contact Human Resources who shall be responsible for investigating and appropriately resolving any such complaints. Any employee who violates this policy is subject to discipline, up to and including termination.