

**SIGNATURE HEALTHCARE
HUMAN RESOURCES POLICY MANUAL**

SUBJECT: Non-Smoking/Nicotine Hiring Policy

Page 1 of 2

EFFECTIVE DATE: November 1, 2015

Revised:

Reviewed: November 2015

Replaces:

References: SHC CORI and Background Check Policy
SHC Employment Policy

Category:

PURPOSE:

To state and describe Signature Healthcare's Non-Smoking/Nicotine Hiring Policy and promote the health of Signature employees.

POLICY:

To take further steps in preserving and improving the health of all of our employees, Signature Healthcare will have a non-smoking, no-nicotine hiring policy covering all individuals who have been offered a job at Signature Healthcare Brockton Hospital, Signature Medical Group, Brockton Hospital School of Nursing and the Signature Healthcare Foundation. This policy will encompass nicotine detected from cigarettes, cigars, nicotine gum, chewing tobacco, vapor and e-cigarettes and any and all other sources of nicotine.

RESPONSIBILITY:

Human Resources will be responsible for informing all prospective employment candidates of the Signature Healthcare Non-Smoking/Nicotine Hiring Policy and notifying the candidate that any offer of employment is contingent on a pre-employment nicotine screening.

The Employee Health Department will be responsible for over seeing the nicotine screening process at the time of the pre-employment physical.

PROCEDURE:

Beginning November 1, 2015 all prospective employees will be required to take a nicotine test during the pre-employment screening process. Administered by the Employee Health Department or outside vendor, the urine based test will detect the presence of all forms of nicotine. This is a pre-employment test only.

This non-smoking/nicotine hiring policy is in addition to other pre-hire screening measures. All employment offers at Signature Healthcare are also contingent upon the successful completion of a pre-employment drug test, an immunization record check, and a criminal background and/or CORI check.

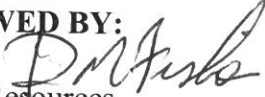
Beginning November 1, 2015 offers of positions to prospective employees who test positive for nicotine will be rescinded. Those individuals testing positive will be eligible to re-apply for positions one year after the date of the positive nicotine report.

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REFERENCES:

Signature Healthcare CORI and Background Check Policy
Signature Healthcare Employment Policy

REVIEWED BY:



Human Resources
Administrative Policy Committee

DATE:

June 2015
September 2015