

SMOKING

All Employees

◆POLICY 7.14◆

NOCAC strives to provide a safe and healthful working environment for the public and its employees; therefore, employees are not permitted to smoke cigarettes, cigars, pipes, or any other tobacco-burning device at or in the premises of NOCAC (owned or leased) except in those areas designated by the Executive Director.

- A.** No smoking is allowed in ANY agency vehicle, or inside any NOCAC service location, at any time.
- B.** No smoking is allowed inside any building or surrounding area (parking lots/playgrounds) being utilized by Head Start and other preschool program children, families, and/or employees. This would include field trip locations and other locations not owned by NOCAC as well.
- C.** All employees are required to respect the needs and rights of others to a safe and healthful work environment. Upon request by another employee or client, an employee is expected to extinguish his cigarette, cigar, pipe, or any other tobacco-burning device in that person's presence.
- D.** Any smoking controversy that cannot be resolved by the individuals involved or their supervisor should be referred to the Executive Director.

Amended 3/8/01