



# Unified Government Human Resources Guide

Effective 07-10-14

## SMOKE FREE WORKPLACE

- I. General: It is the policy of the Unified Government to comply with all applicable federal, state, and local regulations regarding smoking in the workplace as well as provide a safe and healthful environment for its employees. Smoking is defined as carrying or holding of any lighted, heated, or burning pipe, cigar, or cigarette of any kind, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette or electronic cigarette of any kind.
- II. Policy
  - A. Smoking is not permitted inside any part of any Unified Government workplace or building except for designated smoking areas.
  - B. Employees are not permitted to smoke while operating or riding as a passenger in a Unified Government vehicle.
  - C. Employees are permitted to smoke outside Unified Government buildings while on authorized breaks. Smoking is banned, however, near air intakes, regularly-used external doors and regularly-opened windows.
  - D. Any employee found in violation of this policy may be subject to discipline.
  - E. All supervisors are responsible for the enforcement of this policy in the same manner as other Unified Government policies and rules.
  - F. To assist employees who wish to stop smoking, the Unified Government will provide smoking cessation workshop information and seminars if sufficient demand exists.