

SMOKING IN THE WORKPLACE

PURPOSE

To comply with the Florida Indoor Clean Air Act; to define areas in which smoking is prohibited; to provide guidelines for those areas in which smoking may be permitted; and to recommend methods for designating what the smoking policy is for particular work areas. The overall goal of The Center for Family and Child Enrichment smoking policy is to make reasonable and cost effective accommodations for both smokers and non-smokers on Agency premises, while complying with state law.

SCOPE

This smoking policy applies to all employees and visitors to CFCE locations.

POLICY

Smoking is defined as possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

Smoking or carrying a lighted tobacco product in the interior of all The Center for Family and Child Enrichment operated buildings is prohibited. Smoking may be permitted at all outside areas of the Agency premises. Visitors are expected to observe the smoking policy. The law; The Florida Indoor Clean Air Act, requires that employers establish a smoke-free work environment for non-smoking employees. Where accommodation for smokers is not possible, management will work to affect the best possible resolution and may prohibit smoking in the area in question.

Employees should contact their immediate supervisors with any questions or complaints regarding smoking in The Center for Family and Child Enrichment facilities.

Supervisors must then take immediate action to address the question or complaint in accordance with established state law. When action is not taken by the supervisor, the employee should contact the President & CEO or designee when the supervisor has failed to render resolution.