

ADMINISTRATIVE POLICY

- 1 The smoking of cigarettes, cigars, and pipes, and use of smokeless tobacco products will be prohibited inside any of OPTIONS' buildings or vehicles. Smoking and use of smokeless tobacco will be allowed only in designated areas outside OPTIONS buildings.
- 2 Smoking and use of smokeless tobacco products will be allowed only during an employees personal time during the work/program day. Personal time includes scheduled breaks, lunch periods and the times preceding or following the scheduled work period.
- 3 Employees may not smoke or use smokeless tobacco products in the presence of other staff or supported persons, even if the other staff or supported persons use tobacco themselves. Persons served may not smoke in the presence of other persons served that do not smoke.
- 4 Absolutely no one under the age of 18 will be allowed to smoke or use smokeless tobacco products. Supported persons who use tobacco products will not do so in the presence of anyone under the age of 18.
- 5 Smokers must extinguish their cigarettes or other tobacco products in designated cigarette butt/ash receptacles, provided by OPTIONS, prior to leaving designated smoking areas. Users of smokeless tobacco will dispose of used tobacco in a hygienic manner that is not offensive to others.
- 6 Employees who disregard this policy may be subject to termination of employment by OPTIONS.

POLICY DATE: July 2001
REVISED: August 2001
REVISED: May 2004
REVISED: August 2007
REVISED: February 2008