



**Policy: Smoke-Free Workplace**

**Issuing Dept: Human Resources**

**Effective Date: 3-30-09**

**Approved By:**

**Linda Watson  
Chief Executive Officer**

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### **SCOPE**

This policy applies to:

- All Authority employees.
- All tenants, contractors, and consultants and/or their employees working on Authority premises.
- All visitors (Board members, customers, and vendors) to Authority premises.
- All temporary employees.
- All student interns.
- All areas of buildings occupied by Authority employees and tenants.
- All vehicles owned or leased by the Authority.

Smoking is permitted in:

- ONLY those areas specifically designated as smoking areas.

### **DEFINITION**

Smoking shall mean possession of a lighted cigarette, lighted cigar, lighted pipe or any other lighted tobacco product or any other smoking device.

### **POLICY**

It is the policy of the Authority to comply with the requirements of the Florida Clean Indoor Air Act regarding smoking in the workplace and to provide a work environment that promotes productivity, safety and the health and well-being of our employees.



The Authority recognizes that smoking in the workplace can adversely affect employees. Accordingly, all indoor smoking, all in-vehicle smoking (including staff cars, maintenance vehicles and buses) and all in-equipment smoking of any kind is prohibited.

Smoking is prohibited in all work areas to include, but not limited to: maintenance garages, bus wash/fuel islands, warehouses, around flammable products, in vehicle storage and yard areas.

Employees may contact the Human Resources Division for information regarding the effects of smoking and for assistance in locating smoking cessation programs.

### **PROCEDURES AND RESPONSIBILITIES**

The Safety and Security Division is responsible for enforcing this policy and for designating specific smoking areas at all Authority facilities.

Designated smoking areas are located in open air spaces outside of business offices and operating facilities. Signs are posted indicating designated smoking areas at all Authority facilities. Locations may change as deemed appropriate by the Safety and Security Division.

Employees are expected to exercise common courtesy and to respect the sensitivity of co-workers with regard to the smoking policy.

Smoking breaks may be scheduled. Employees are responsible for checking with their supervisor to find out if scheduling a smoking break is necessary to maintain efficient operations in their division. Smoking breaks must be strictly followed as advised through your supervisor. A visit to a designated smoking area in no way relieves an employee of his/her responsibility to promptly report for his/her scheduled work assignment.

If an employee chooses to smoke, that employee must ensure they properly dispose of all cigarette butts, packages and other smoking debris. Smokers have a special obligation to keep smoking areas litter-free and not abuse break and work rules.

Employees who violate this policy will be subject to disciplinary action, up to and including, termination.

Complaints about smoking issues should be resolved at the lowest level possible.

**REPLACES:** Policy HR-030 with effective date of 10/25/01.