



## Smoking

[ *Owner: Office of Human Resources* ]

The Diocese is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. We recognize the effects of tobacco smoke and the health hazards of second hand smoke. Implementing a smoke-free workplace eliminates potential exposure and contributes to a healthier work environment and healthier employees.

State law prohibits smoking indoors. Therefore, all buildings on campus and employer-owned vehicles are smoke-free. State law defines smoking as "inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material." This policy applies to employees, visitors, and volunteers.

Employees are allowed to smoke only during approved departmental specific break times and should refrain from smoking within 25 ft. of doorway. Employees who violate this policy will be subject to disciplinary action.