

SMOKE-FREE WORKPLACE POLICY
(EFFECTIVE 4/15/06)

POLICY

The Hampton-Newport News Community Services Board (H-NNCSB) is dedicated to maintaining a safe and healthy working environment for all employees and visitors as well as a supportive atmosphere for all agency consumers. Research shows that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In an effort to improve the overall health of the agency's workforce, **effective April 15, 2006**, H-NNCSB will implement a smoke-free workplace policy.

Smoking is prohibited:

1. in all agency on-campus and off-campus programs, facilities, parking areas, and grounds; except in designated residential facility areas;
2. in H-NNCSB vehicles;
3. while servicing or supervising agency consumers; and
4. in consumer designated smoking areas.

Employees desiring to smoke must vacate agency premises. As a reminder, employees working eight (8) hours or more are granted two fifteen (15) minute breaks and a thirty (30) minute unpaid lunch period; reference Personnel Policy 5-3.

Employees who violate this policy will be subject to disciplinary action (specifically, a second group offense and employment suspension without pay) including, and up to, termination.

Hampton-Newport News Community Services Board is committed to providing a healthy and smoke-free workplace and assisting employees by offering information regarding smoking cessation products and services available through the agency's group healthcare insurance coverage and community resources. If you would like more information, please contact Human Resources.