

Section: **D**
Subject: **Smoking**

Policy Number: **D-004**
Total Pages: **1**

Approval Date: **May 15, 1991**
Revision Date(s): **Sept. 16, 1998,**
Sept. 15, 2004, Oct. 21, 2009.

SMOKING

Smoking is prohibited on and in all Agency work locations; this is inclusive of Agency owned and leased vehicles. Also, smoking is prohibited while Staff and volunteers are supporting individuals in their own vehicles.

Failure to comply with this Policy is subject to discipline, up to and including dismissal from the Agency's employ and/or its services.