

## ADMINISTRATIVE POLICY

- 1 The smoking of cigarettes, e-cigarettes or vaping, 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, e-cigarettes or vaping, and/or the use of smokeless tobacco products will be allowed only during an employee's personal time during the work/program day. Personal time includes scheduled breaks, lunch break and the times preceding or following the scheduled work period.
- 3 Employees may not smoke, use e-cigarettes or use smokeless tobacco products in the presence of persons served, even if the other persons also use such products 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 21 will be allowed to smoke or use smokeless tobacco products. Persons who use tobacco products will not do so in the presence of anyone under the age of 21.
- 5 Smokers must extinguish their cigarettes or dispose of 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  
REVISED: May 2012  
REVISED: February 2014  
REVISED: August 2015  
REVISED: September 2016  
REVIEWED: October 2017  
REVIEWED: October 2018