

Shenandoah RC&D Council
Tobacco Free Workplace Policy

Policy

The Shenandoah RC&D Council bans the use of all tobacco products in its workplace to protect all employees, Council members, volunteers, partners and visitors. This policy is effective ***, 2010, for the Shenandoah RC&D Council.

Tobacco-Free Areas

All areas of the Council's workplace are tobacco-free, without exception. The workplace includes all indoor facilities where the Council is conducting its official business and Council-occupied vehicles with more than one person present.

Designated Smoking Areas

A designated smoking area exists outside the USDA building at the picnic tables at the foot of the main entrance to the building. While this area is available to smokers, the Council in no way has any legal responsibility to make such an area available. Employees, Council members or others who choose to use a smoking area, do so at their own risk. No additional breaks are allowed to any employee who smokes. Smokers must dispose of any tobacco remains in proper containers. Additionally, employees may smoke in their own personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle and non-smoking employees must not be subjected to that smoke.

Compliance

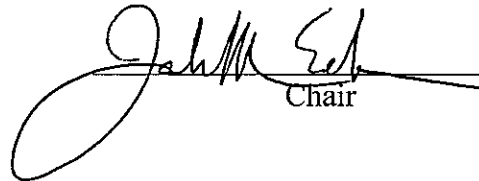
Compliance with the tobacco-free workplace policy is mandatory for all employees and other persons attending official Council activities. Employees who violate this policy are subject to disciplinary action that can lead up to and include employee termination. Any disputes involving this policy should be handled through the Council's established Personnel procedures for resolving other work-related problems. If the problem persists, violations must be reported to the Chair of the Shenandoah RC&D Council.

Questions

Any questions regarding the tobacco-free policy should be directed to the current Chair of the Shenandoah RC&D Council or call the office for more specific contact information: 540-248-3321.

Adopted: _____

9/13/10
Date


Chair

For Council Employees only:

I acknowledge receipt of and understanding of the Shenandoah RC&D Smoke Free Workplace Policy which became effective ***, 2010.

Employee Signature

Employee Name (please print)