

University Enterprises, Inc. Policies and Procedures	Policy No. 905
Section:	Human Resources
Policy:	Smoke-Free Workplace
Revised Date:	December 11, 1998

Smoke-Free Workplace

I. PURPOSE

To comply with applicable health codes and provide University Enterprises, Inc. (UEI) employees with a smoke-free work environment.

II. SCOPE

This policy applies to all UEI employees employed on the Sacramento State campus. University Enterprises, Inc. employees at other locations will adhere to the policies of that particular work site.

III. POLICY

It is the policy of UEI to provide its employees with a smoke-free work environment as required by the City of Sacramento Ordinance and Sacramento State policies.

IV. DEFINITIONS

- A. Smoking: refers to lighting, inhaling, exhaling, burning or carrying any ignited combustible substance in any manner or any form.
- B. Enclosed Area: refers to all space between a floor and ceiling enclosed by solid doors or windows; includes vehicles used during the work day occupied by more than one employee. An employee who uses his or her private vehicle during the work day or on UEI business may smoke in his or her vehicle, but only when occupied solely by the employee.

V. PROCEDURE

- A. Smoking is prohibited in all UEI buildings and other enclosed areas and Sacramento State campus buildings. This includes, but is not limited to offices, common work areas, display areas, checkout stations, counters, pay stations, hallways, restrooms, escalators, stairways, elevators, lobbies, reception areas, waiting rooms, service lines, classrooms, meeting or conference rooms, and lecture halls.
- B. Visitors are also prohibited from smoking in UEI facilities, buildings, and other enclosed areas.

VI. RESPONSIBILITIES

- A. The Director, Human Resources or designee is responsible for ensuring that this policy is administered in an effective manner.
- B. Supervisors are responsible for enforcing the policy within their respective work areas.
- C. If conflicts arise between smokers and non-smokers, supervisors should be available to assist with resolving this conflict.

VII. RELATED POLICIES

Policy No. 605 Standards of Conduct