

Smoking (and Vaping) in the Workplace

The purpose of this policy is to demonstrate our commitment to providing a safe and healthy environment for our employees and visitors. Hey, we care! Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, APC provides a tobacco-free environment for all employees and visitors. This policy covers the use of any tobacco product, and it applies to both employees and non-employee visitors of APC. Thinking about quitting? All employees and clients who are tobacco dependent may receive evidence-based tobacco treatment assistance if requested. Talk to your supervisor or Human Resources for next steps.

No use of tobacco products will be allowed within the facilities of APC at any time. Along with this, we also prohibit tobacco use in personal vehicles when transporting people on any agency-related business.

Additionally, we need your help to keep smoke from getting into the building or clouding our entrances. Therefore, tobacco use is not permitted on APC property except in the designated area (marked by a bright yellow smoking receptacle). Tobacco users may also choose to smoke off-grounds or in their personal vehicle, if at least twenty (20) feet from any building entrance.

Please be respectful of our property and the environment. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in an appropriate manner.

What if I see someone violating this policy? Please help us educate our visitors if someone appears to be unaware of this policy. A gentle reminder is usually all it takes to bring awareness to the situation. Visitors who violate this policy will be informed of the policy and respectfully asked to follow it. Visitors who persist in violating this policy will be asked to leave the facility and grounds. The visitor may return after demonstrating a genuine intention to comply with all tobacco-free policies. Employees who violate this policy will be subject to the same discipline process used for violation of any other work performance policy.