LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 22

SUBJECT: SMOKING

I. POLICY:

It is the public policy of this state and the Louisiana Housing Corporation to protect the health, comfort, and environment of the workers of this Corporation in the office workplace. It is not the intent of this policy to deny a worker the right to smoke. It is the intent of this policy to protect the right of nonsmoking workers to breathe smoke-free air in the office workplace.

II. PURPOSE:

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to second-hand tobacco smoke. The purpose of this policy is to consider the needs and concerns of smokers and non-smokers**,** and to set forth rules to limit smoking, in an effort to fulfill the State's commitment to maintain safe and healthful work environment for all employees**.**

III. APPLICABILITY:

This policy shall be applicable to all employees and visitors to the Louisiana Housing Finance Corporation. This policy applies to all common areas of the building. This policy applies to all Corporation vehicles.

IV. DESIGNATED SMOKING AREAS:

Except as prohibited by law, ordinances or general building rules, the Appointing Authority may permit smoking in restricted areas where smoke will not intrude common work areas.

Designated Smoking Areas: Areas in which, at the discretion of the Appointing Authority, smoking may be permitted.

These include:

• Outside of building.
• All smokers must extinguish and discard smoking materials in specifically provided containers and shall not litter the floors and/or outside areas.

V. RESPONSIBILITY:

Employees are responsible for:

1.Complying with all aspects of this policy.

2. Bringing to the attention of the Appointing Authority any violation of this policy.

3. Each supervisor is charged with the firm and courteous enforcement of this policy among employees under his/her supervisor.

VI. EXCLUSIONS:

Requests for exceptions to this policy should be submitted to the Appointing Authority with specific and compelling justification. Any exception to this policy must have the approval of the Appointing Authority.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Director.

VIII. VIOLATIONS:

Employees found to have violated this policy will be considered as having committed a safety violation that has potential to harm fellow workers, and will be subject to disciplinary action.

Approved by:

_____

Date