CDU Policy I.E.00430 Smoking in the Workplace

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00430, dated September 1, 2004

POLICY I.E.00430 Smoking in the Workplace

The University wishes to provide a workplace and study environment which is healthy, conducive to productivity, and comfortable for all members of the campus community. Smoking by all employees, students, and visitors is prohibited in all University buildings and vehicles. Smoking must be confined to designated areas around the campus during scheduled meal and rest breaks only.

PROCEDURE I.E.00430 Smoking in the Workplace

1. Employees and visitors who wish to smoke must leave the building and use only designated areas outside which have appropriate smoking waste disposal receptacles. Employees are permitted to leave the building to smoke only during scheduled break times.

2. All faculty, staff, students and visitors are required to adhere to this policy. Suspected violations against this policy should be brought to the attention of the supervisor or individual in charge, who should then promptly contact the Department of Human Resources or Campus Security to discuss possible disciplinary action.

Applicability: All Staff and Faculty Members