

## **17.19 Smoke Free Workplace**

### Policy:

It is the policy of Licking/Knox Goodwill Industries Inc., in compliance with Ohio Revised Code 3794, to prohibit smoking in any enclosed area, or in the areas immediately adjacent to locations of ingress or egress, that is owned or leased by the organization. This policy applies equally to all employees, customers, and visitors.

### Procedure:

The Store Manager or Director of Retail will designate an outside smoking specific area for employees. (Refer to Policy & Procedure 7.03, *Smoke Free Workplace*).