

7.03 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 use of any tobacco product is discouraged. Employees reporting violations of this policy shall not be retaliated against.

Designated smoking areas will be provided at each owned or leased work site. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Users are responsible for maintaining these designated areas.

The use of tobacco products in any company vehicle is prohibited.

Employees should consult the appropriate Fact Sheet for information concerning work breaks.