



# POLICY AND PROCEDURE

# NO.220

## Smoke-Free Building

Date Issued November 17, 1995	Date Effective November 17, 1995	Revision No.	No. of pages 1
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### GENERAL CONSIDERATION AND GUIDELINES:

In the interest of providing a safe and healthy work environment for employees at Worcester Police Headquarters, a smoke-free building policy will be effective November 17, 1995.

It is recognized that smoking is dangerous to the health of the smoker and that involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. A smoke-free policy has been developed to protect all employees and to ensure a safe working environment.

Smoking is strictly prohibited throughout the entire building with no exceptions. Smoking is allowed on grounds at the designated area near the front door entrance. The policy applies to all employees, clients, contractors and visitors.

The Worcester Police Department encourages all smoking employees to quit smoking. The City of Worcester has offered already a free behavior modification smoking cessation program for its employees and efforts will be made to include those who are interested in upcoming programs. For further information about these services call Stress Unit 799-8643.

Compliance with the smoke-free policy is mandatory for all employees and persons visiting the Worcester Police Headquarters building. All employees share in the responsibility for adhering to and enforcing the policy. Employees who violate this policy are subject to disciplinary action, including dismissal.

Any questions regarding the smoke-free workplace policy should be directed to Stress Unit 799-8643.

Per:

*Edward P. Gardella*  
Chief of Police

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