



## Department of Facilities Management

### **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.007

DIVISION: Department of Facilities Management

TITLE: Smoking Policy for DFM

DATE: July 1, 2007

REVISED: N/A

Policy for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

#### **I. Purpose and Scope**

The Department of Facilities Management is committed to providing its employees with a smoke-free work environment to protect the health, welfare and comfort of employees from the adverse effects of tobacco smoke from cigarettes, cigars and pipes.

#### **II. Policy**

- A. Smoking is prohibited within all DFM offices, trade shops and the walkway along the dock area including PS1 elevator lobbies, entrances and stairwells.
- B. Smoking is not allowed in any WKU building or WKU vehicle.
- C. Smoking is allowed in the constructed shelter located within the dock parking area, in front of the Grounds Shop.
- D. Visitors are also expected to honor this policy.
- E. Each and every employee benefits from a smoke-free workplace environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the University community.
- F. The success of this policy depends upon the thoughtfulness, consideration and cooperation of non-smokers and smokers alike.

#### **III. Procedure**

#### **IV. Exclusions**

#### **V. Related Policies**

Human Resources Policies/Employee Relations 4.8701

Additional information regarding the Designated Smoking Areas can be located at:

<http://www.wku.edu/policies/docs/153.pdf>

#### **VI. Reason for Revision**

#### **Appendices:**