

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 508 - Smoking

1. Policies

- a. In keeping with the Partnership for Children of Cumberland County, Inc.'s (PFC) intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those outside locations that have been specifically designated as smoking areas.
- b. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail.
- c. Smoke breaks should be incorporated in the two 10 minute breaks that an employee is allotted each day.
- d. This policy applies equally to all employees, customers, and visitors.
- e. Regarding PFC employees, the "workplace" also includes any other client sites away from PFC offices that employees may go to during the course of the workday.