

## **Facilities Management Department Policy Statement #14**

### **Smoking**

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#### **1. Purpose:**

The purpose of this policy statement is to detail a smoking policy for the Facilities Management Department. This policy statement applies to all Facilities Management employees.

#### **2. Smoking In and Around Buildings:**

- A.** In compliance with UNC Charlotte Policy Statement #68, all University buildings are designated “No Smoking” areas. This includes mechanical and electrical rooms.
- B.** Facilities Management employees will smoke only in areas adjacent to smoker’s stations and will deposit all cigarette butts in smoker’s stations. Grounds workers and other employees working in remote areas of campus may be exempted from this rule by their supervisor.
- C.** Facilities Management employees are authorized two 15-minute breaks per work day (see Facilities Management Policy Statement #9, Performance Dependability, paragraph 2b.) No separate or additional breaks are authorized for smoking.

#### **3. Smoking in and Around Vehicles**

- A.** Smoking is prohibited in all Facilities Management vehicles. This rule is established due to the fact that smoking in enclosed vehicles creates a lingering smoke odor which is offensive to non-smoking users of the vehicle. Smoking in vehicles also creates the potential for burn damage and adds additional time to vehicle cleaning.
- B.** Smoking while driving is unsafe and is expressly prohibited.
- C.** Smoking is prohibited around machinery or areas where any flammable materials or fluids might be kept to include open areas. Smoking is prohibited within 50 feet of gas pumps and other fueling areas.

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