

## **H. SMOKE FREE WORKPLACE**

### **INTRODUCTION**

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of up to 65,000 Americans annually.

The U.S. Surgeon General has determined that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke.

A significant amount of secondhand smoke exposure occurs in the workplace. Employees who work in smoke-filled businesses suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function.

Greater Lafourche Port Commission is dedicated to providing a healthy, comfortable, and productive work environment for our employees and the general public.

### **POLICY**

It is the policy of the Greater Lafourche Port Commission to prohibit smoking in any enclosed company facility in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.”

### **EFFECTIVE DATE**

This policy will become effective on June 15, 2006.

### **SCOPE**

The Smoke-Free Workplace policy applies to:

1. All enclosed facilities owned or leased by the GLPC and occupied on a day-to-day basis by GLPC employees.
2. All enclosed facilities in which GLPC sponsored off-site conferences or meetings.
3. All vehicles owned or leased by the GLPC unless the individual is alone or has permission from “all” passengers to smoke.

4. All employees, clients, contractors and visitors to GLPC premises.

The Smoke-Free Workplace policy does NOT apply to:

1. Outside of enclosed facilities at a reasonable distance where second-hand smoke does not enter enclosed facilities via entrances, windows, ventilation systems, or any other means.
2. Facilities owned or leased by the GLPC and 100% leased to third parties not occupied on a day-to-day basis by GLPC employees.

## **PROCEDURES**

We believe that the spirit of thoughtfulness and cooperation which is characteristic at the GLPC is adequate to resolve any disputes which might arise under this policy. Where disputes cannot be so resolved, the rights of the nonsmoker shall be given favorable consideration.

Employees who violate this smoking policy will be subject to disciplinary action up to and including discharge.

Resolving complaints about smoking:

1. Any complaints about the application of the policy to the workplace should be brought to the employee's supervisor and in turn following the applicable chain-of-command.
2. The complaint should be submitted in writing through the GLPC Grievance Procedure. GLPC will investigate the complaint and resolve it in accordance with the policy.
3. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.