

NICAO

(To PH August 2012)

505 SMOKE FREE

Effective Date: 10/01/2011

Revision Date: 09/20/2011

In keeping with NICAO's intent to provide a safe and healthful work environment, smoking is prohibited in all buildings, facilities, vehicles owned or leased by NICAO, and all school grounds as well as outdoor areas adjacent to buildings owned or leased by NICAO. Smoking shall not be permitted in clients' homes or on clients' property. Smoking shall only be allowed during rest and meal periods as provided in Policy 506. Smokers are responsible for removal of any smoking debris.

When the rights of the smoker and non-smoker conflict, the rights of the non-smoker will prevail.

This policy applies equally to all employees, customers, and visitors.

For employee smokers who want to quit smoking: NICAO will pay 50% of the cost of any legitimate stop-smoking program or practitioner up to a lifetime maximum of \$150.00. This preventative health care benefit should be used judiciously and employees in any stop-smoking program should be strongly committed to quitting.

Individuals interviewing for positions at NICAO will be notified of the "SMOKE FREE" policy.