

*Creating*



*Life  
Opportunities"*

## Policy and Procedure # 647

### Use of Tobacco Products

Approval: /S/Dani Cook

Effective Date: 11/13/2023

#### POLICY:

EFI wishes to put forth the healthiest possible workplace. Therefore, no person may smoke in a public place or in any place of employment. This includes EFI client homes, EFI office locations and EFI owned vehicles.

REFERENCES: RCW 70.160 Smoking in public places (formerly Washington clean indoor air act)

#### PROCEDURES:

1. Use of Tobacco products, which includes chewing tobacco, snuff, and electronic nicotine delivery systems i.e. "Vapes" or E-cigarettes, by EFI employees while on shift is only allowed if:
  - a. Employees are on a break in designated smoking area (subject to lease agreements or client requests).
  - b. Designated smoking areas as designated by the Executive Director will be a minimum of twenty-five feet from entrances, exits, windows that open, and ventilation intakes.
2. Employees that do not comply with this policy may be subjected to corrective action up to and including termination.