

## **SMOKING POLICY**

### **POSITION STATEMENT**

Miles College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of Miles College. It is the policy of Miles College to prohibit smoking and vaping on all college properties to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

This policy applies to:

- All areas of buildings occupied by college employees.
- All college-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the college.
- All college employees.
- All visitors (customers and vendors) to college premises.
- All contractors and consultants and/or their employees working on college premises.
- All temporary employees.
- All student interns.
- All private residences owned by the college.

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.