P O L I C Y

Section: **Administration**

Subject: **Smoking**

Approved By: **DENR Secretary**

Eff. Date: Oct 2, 2000
Revised:

Definition

Smoking
The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product (G.S. 143-596).

Policy

Smoking is prohibited in all departmental space and vehicles except in designated interior and/or exterior smoking areas and designated vehicles.

The DENR Secretary, or designee, shall designate smoking areas.

Signs shall be erected to identify designated smoking areas.

Interior spaces include, but are not limited to, offices, public meeting space, conference rooms, elevators, public restrooms, hallways, stairwells, and libraries open to the public.

Exterior spaces are excluded from this policy. Exterior spaces include parking decks, campgrounds, porches, porticos, etc.

In leased space where building owners have established policies to comply with local ordinances or for fire safety purposes, departmental employees shall honor those policies.

Supervisors will monitor smoke breaks the same as they do all other breaks for employees.

Employees who continue to smoke in a non-smoking area following notice by the person in charge of the building or their designee that smoking is not permitted or where no-smoking signs are displayed shall be subject to personal conduct disciplinary action. Under the personal conduct provisions of the State policy, the range of disciplinary action may go up to and include dismissal. In addition, an employee may be fined no more than $25.00 as provided by Chapter 143, Article 64.

Complaints of violations will be directed back to the employee's supervisor for processing in accordance with the DENR Disciplinary Action policy and procedures.

See Also:

General Statute 143, Article 64.