

JAMES A. RHODES STATE COLLEGE  
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

## NON-SMOKING POLICY

Policy 6.10  
BOT 5-18-93

Applies to: Faculty, Staff and Students

### Policy

The College recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. In order to meet this commitment, no smoking will be permitted in any of the indoor areas as designated in the guidelines. Consistent with the spirit and intent of this policy, should irreconcilable conflicts arise between individuals who choose to smoke and those who do not, the rights of non-smokers will prevail.

### Policy guidelines

A. Smoking will not be permitted in any indoor areas including, but not limited to, the following:

- Classrooms
- Auditorium/conference rooms
- Laboratories
- Elevators
- Theater
- Word processing/ computer areas
- Copier rooms
- Mailrooms
- Reception areas
- Open office areas
- Library
- Areas in which fire and safety hazards exist
- Cafeteria
- Administrative offices
- Hallways
- Lobbies
- Lounges
- Private offices
- Restrooms
- Stairwells
- Vehicles
- Waiting rooms
- Workshops

B. Smoking is permitted outdoors, except in outdoor facilities such as stadia including concessions areas, and other locations of fixed seating. Smokers who choose to smoke outside are requested not to smoke near building entrances and to ensure the proper disposal of smoking materials.

C. Groups who schedule outdoor spaces for approved functions, other than facilities covered in "B" above, have the authority to designate such functions "Non-smoking or Smoking" as they may desire, consistent with the intent of this policy.

D. Implementation

This policy is to be implemented on June 21, 1993, the beginning of summer quarter.

E. Sale of Cigarettes

The sale of cigarettes or other tobacco products in campus buildings/facilities shall continue to be prohibited.