

THE QUEENSBOROUGH COMMUNITY COLLEGE SMOKING POLICY

A smoke-free policy has been developed to comply with the NYC Smoke-Free Air Act (Title 17, Chapter 5 of the Administrative Code of the City of New York) and the NYS Clean Indoor Air Act (Article 13-E of the NYS Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below was effective March 30, 2003 for Queensborough Community College locations.

All areas of the workplace are now smoke-free without exception. Smoking is *NOT* permitted anywhere in the workplace, including all indoor facilities and college vehicles with more than one person present. Smoking is not permitted in private, enclosed offices, conference and meeting rooms, cafeterias, lunchrooms or employee lounges.

Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the college, with no exceptions. Employees who violate this policy are subject to disciplinary action. Any disputes involving smoking should be handled through the college's procedure for resolving other work-related problems. If the problem persists, an employee can speak to Shailendra Chainani, Environmental Health & Safety Officer at EX-5148, or lodge an anonymous complaint by calling the NYC Citizen Service Initiative, 311, or on the web at www.nyc.gov/health. DOHMH's enforcement staff will take appropriate action to resolve the problem. The law prohibits employers from retaliating against employees who invoke the law or who request management's assistance in implementing it in the workplace.

Queensborough Community College encourages all smoking employees to quit smoking. Smoking cessation information is available from the NY Smokers' Quit Line at 1-866-697-8487.

Any questions regarding the smoke-free workplace policy should be directed to QCC's Environmental Health & Safety Officer.