

Butler Transit Authority
July 1, 2009
No Smoking Policy

I. POLICY STATEMENT

The Butler Transit Authority (BTA) is dedicated to maintaining a healthy work environment. While BTA prohibits smoking inside its buildings and facilities, beginning July 1, 2009, the policy will expand to prohibit smoking in the outdoor areas controlled by the BTA up to 25 feet from any entrance OR fresh air intake into that facility.

Specifically, this policy is intended to eliminate the potential for exposure to secondhand smoke and the practical effect of this policy is that the facility is smoke free. BTA supports employees' efforts to quit smoking and offers resources for smoking cessation.

II. APPLICABILITY

This policy applies to all BTA visitors and employees and is the responsibility of every individual to conduct himself or herself in compliance with this policy.

III. SIGNAGE

BTA will post signs about the policy appropriately throughout facility and site. Additional information can be printed out and shared with anyone who has questions about this policy.

IV. ENFORCEMENT

Smoking must not occur within the NO smoking areas as designated by signage. All smoking materials must be disposed of in the appropriate receptacles.

Visitors who violate the no smoking policy should be reminded of the policy and asked to comply by putting out the lighted tobacco product.

BTA employees who violate the no smoking policy should be reminded of the policy and asked to comply by putting out the lighted tobacco product. If an employee refuses to comply with the policy, the Director will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow-up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.

V. DEPARTMENT/UNIT PROCEDURES

All BTA departments and work units must establish procedures that include identification of the employee(s) responsible for understanding the policy, being able to educate visitors and

employees, and assisting in enforcement, as needed. The Office of Human Resources can assist departments in developing their procedures.

VI. EFFECTIVE DATE

This policy is effective July 1, 2009.

This Policy is maintained by the Executive Director of Butler Transit Authority
