

## **Smoke and Tobacco Free Workplace Policy**

Blood Bank of Alaska is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. Motivated by our desire to provide a healthy work environment for our employees, the following policy has been adopted and shall apply to all employees, customers, visitors and vendors of the Blood Bank of Alaska.

Effective January 1, 2006, it is the policy of the Blood Bank of Alaska to prohibit smoking or tobacco product use on all company premises. The policy applies to:

- All areas of buildings occupied by company employees as well as all company premises surrounding the buildings occupied by company employees (i.e., parking lots, driveways, median areas, etc.).
- All company sponsored off-site blood drives and events – this includes LIFE mobile drives.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to company premises.
- All temporary employees.
- All student interns/externs.

Where disputes may arise, the rights of the nonsmoker shall be given precedence. Employees who violate this smoking policy will be subject to disciplinary action up to and including discharge.

Any complaints about the application of this policy to the workplace should be brought to the attention of the Human Resources Office for resolution. The complaint should be submitted in writing and identify specific concerns. The Human Resources Office will investigate the complaint and resolve it in accordance with the policy.

Statement of Understanding:

I have read and fully understand the terms of this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature