

Procedure Number 1-9-4  
Replaces Procedure Number 1-9-4

Revised: 05-12-14  
Issued: 03-01-98

SUBJECT: Smoking

PURPOSE: To establish procedures to be followed regarding smoking by both Individuals served and employees of Woodhaven and to carry out the mandate of Leadership Policy No. 1.

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Woodhaven recognizes the dangers associated with smoking and second hand smoke, because of those risks, all offices are smoke free. Woodhaven also recognizes the need to accommodate those people who choose to smoke. A designated smoking area has been established on the back patio off the room with the vending machines in the Administrative Building or at the picnic tables adjacent to the parking lot. Employees are not to smoke outside the entrance to the Administrative Building.

All Woodhaven buildings, homes and vehicles are non-smoking areas. Employees and Individuals served by Woodhaven wishing to smoke will be provided an area outside of the home to smoke. Each home has an identified smoking plan that indicates where the designated smoking area is for each home. It also indicates a method to dispose of all cigarette butts and who is responsible for ensuring that the container is emptied. Please refer to this smoking plan at each home located within the reference book. Cigarette butts are never to be thrown on the ground. Cigarette butts should be extinguished in designated containers only. Smoking in Woodhaven vehicles is absolutely prohibited.

Electronic Cigarettes (e-cigs) or any other device that resembles a tobacco product are also prohibited in the workplace and in Woodhaven vehicles.

Approved by: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_