

**GREENFIELD COMMUNITY COLLEGE**

**SMOKING POLICY**

**HUMAN RESOURCES**

**SEPTEMBER 5, 2007**

**PURPOSE:**

The purpose of the Smoking Policy is to limit exposure of the Greenfield Community College Community to the effects of second hand smoke.

**APPLICABILITY:**

The policy shall apply to all members of the Greenfield Community College community for reasons of health, safety and well-being. Visitors shall be made aware of our policies and procedures by the faculty, staff and students, as applicable.

**RESPONSIBILITY:**

It is the responsibility of all members of Greenfield Community College to ensure that our working environment is free of the effects of second-hand smoke.

**POLICY:**

Smoking will be permitted only in the following designated areas:

- Parking Lots A through F
- The Gazebo adjacent to Parking Lot A
- The marked “Smoking Area” outside the 4<sup>th</sup> Floor North
- **At the Downtown Center** – No smoking is allowed within twenty feet of the rear entrance.

**RESOURCES:**

 Information on the hazards of smoking and available resources for quitting is available on the Human Resources website and in the Human Resources department.