

SMOKING SMOKE-FREE WORKPLACE

RAILS is committed to protecting the safety and welfare of its employees, clients, and visitors. No smoking of any kind will be permitted in RAILS' vehicles, offices or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. This policy specifically applies to the use of [tobacco](#), smokeless tobacco and/or herbal products as well as e-cigarettes.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations. This policy applies equally to all employees, members, and visitors.

If you are working at a member site, you must comply with any smoking regulations of that facility. Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage you to report violations of our smoke-free office policy to a supervisor/manager.