

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** General

**POLICY NO:** 02-012

**SUBJECT:** Designated Smoking Areas

**EFFECTIVE DATE:** February 1987

**Policy:**

In an effort to provide a safe and healthy working environment for all employees, it is the policy of Cottonwood, Inc. to restrict smoking, smokeless tobacco use, and e-cigarette use to outside areas. All employees, both smoking and non-smoking, are expected to exercise good sense and common courtesy in respecting the needs and rights of others.

**Procedures:**

1. Employees wishing to smoke will be required to do so outside at designated smoking areas and at least 10 feet from all doorways. Designated areas are the West covered picnic table area of Building II North, the courtyard between Building I & Building II, the area on the West side of Building II South (by docks), and the South end of Building III. Smokers must always dispose of cigarettes in the proper receptacles. Receptacles may be placed 10 feet from some entryways solely for visitor use so that cigarettes may be extinguished before entering the building.
2. The covered picnic area is available for smokers during inclement weather.
3. Any smoking controversy that cannot be resolved by the individuals involved or their Supervisor(s) should be referred to the Service Director.
4. Smoking is not permissible in Cottonwood, Inc. vehicles.
5. Staff will not promote smoking for consumers. Individuals may be referred to a health professional for information regarding health and safety hazards.