

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 3.04  <b>APPROVAL DATE:</b> 12-16-2008  <b>EFFECTIVE DATE:</b> 12-31-2008  <b>REVISED DATE:</b> 09-19-2023
<b>POLICY SUBJECT:</b>  Policy on Smoking and Other Tobacco Products	<b>RESPONSIBLE DEPARTMENT:</b>  Human Resources	

**A. PURPOSE:**

The purpose of this policy is to promote a safe and healthy environment for Pennsylvania Turnpike Commission (Commission) employees and the public.

The Pennsylvania Clean Indoor Air Act of 2008 places restrictions on Smoking in public places and enclosed or substantially enclosed workplaces and has set forth guidelines regarding Smoking and its effect on non-smokers and the public. Additionally, the United States Green Building Council has set guidelines for buildings that have attained the LEED (Leadership in Energy and Environmental Design) Certification as an environmentally designed building.

**B. SCOPE:**

This policy letter applies to all employees, contractors, consultants, Business Partners, customers, and visitors of the Commission. It provides information and guidelines relating to Smoking (including Vaping) and use of Other Tobacco Products on Commission property and in a remote work environment while employees are performing their job duties.

**C. GENERAL POLICY:**

Employees are not permitted to Smoke or use Other Tobacco Products in any Commission facility, workplace, or in any Commission owned or rental vehicle used for Commission business. Smoking and the use of Other Tobacco Products is also not permitted during virtual meetings.

Smoking and the use of Other Tobacco Products are allowed at Commission owned locations only in designated Smoking Areas which shall be located at least 25 feet from any Commission building entrance or external restroom. All used tobacco products should be safely disposed of in proper receptacles. The use of medical marijuana is not included in this Policy as it is strictly prohibited in the workplace, per Policy Letter 3.05 Substance Abuse.

**D. DEFINITIONS:**

Business Partner – One or more person(s) or entity(ies) doing business with or wishing to do business with the Commission.

Smoking- The carrying by a person and/or use of a lighted cigar, cigarette, pipe, or other smoking device of any kind. For purposes of this policy, smoking includes, but is not limited to, the use of electronic cigarettes,

electronic pipes, electronic hookahs, and electronic cigars (Vaping). It does not include use of medical marijuana, as that is strictly prohibited in the workplace, per Policy Letter 3.05 Substance Abuse.

Tobacco – a type of plant, or the dried leaves of this plant, which are prepared and smoked in cigarettes, pipes, or cigars.

Other Tobacco Products – chewing tobacco, snus, dip, snuff, or any other product made using tobacco or tobacco leaves.

## **E. PROCEDURES:**

### **1. Commission Facilities**

#### **a. Non-Smoking Areas**

- Smoking and the use of Other Tobacco Products are prohibited within the confines of all Commission facilities, including but not limited to, administrative buildings, maintenance sheds and offices, toll collection buildings, and engineering trailers.
- Smoking and the use of Other Tobacco Products are prohibited where combustible fumes can collect, such as in a garage, near fuel pumps, in storage facilities, areas where chemicals are used, and all other designated places where an occupational safety or health hazard might exist.

#### **b. Smoking Areas**

- Smoking and the use of Other Tobacco Products are permitted outside Commission facilities at designated areas only. Designated Smoking Areas shall be at least 25 feet from any building entrance, external restroom, operable windows, and outdoor air intakes.

#### **c. Signage**

- Signs defining non-smoking facilities and areas shall be posted within 10 feet of all main entrances of all Commission facilities. Facilities Operations is responsible for obtaining and supplying smoking and non-smoking area signage.

#### **d. Responsible Department**

- The individual/department responsible for directing operations at the facility will ensure signs are posted at designated smoking areas, and that the designated smoking location will not inconvenience nonsmokers, customers, or any other individuals.

### **2. Commission Vehicles**

- a. Smoking and the use of Other Tobacco Products is prohibited in all Commission owned vehicles, including all maintenance, toll collection, engineering, safety, and/or pool vehicles assigned to employees.
- b. The Maintenance Department will ensure that non-smoking stickers are placed inside all Commission vehicles.

3. Employees, including employees in telework status, shall only be permitted to engage in Smoking and the use of Other Tobacco Products as part of, and not in addition to, scheduled breaks and lunch periods.

4. The provisions of this policy should be made a part of the orientation of new employees, included in employee handbooks, and incorporated into appropriate training programs.
5. Supervisors have the responsibility to ensure that this policy is adhered to and shall take appropriate action to ensure compliance.
6. Concerns regarding violations to this policy should be brought to the attention of an employee's supervisor. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Any employees who fail to comply with the requirements of this policy may be subject to discipline, up to and including termination. A Business Partner whose representative is determined to have engaged in conduct which violates this policy may risk termination of their business contract or business assignments.

*This Policy Letter supersedes all previous Policy Letters on this subject.*