



WEBB INSTITUTE

Smoke-Free Workplace

It is the policy of the Webb Institute to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of Webb Institute buildings.
- All vehicles owned or leased by Webb Institute.
- All visitors (customers and vendors) to the Webb Institute premises.
- All contractors and consultants working on the Webb Institute premises.
- All employees, temporary employees and students, student interns.

No smoking is permitted within 25 feet of any building door, window, or air intake on the Webb campus. Smokers are responsible for the proper and safe disposal of smoking materials in designated smoking receptacles where available.

This policy protects the rights of non-smokers to enjoy a smoke-free environment. It relies on the cooperation of the entire Webb community.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

Applicable Legislation and Regulations

[New York State Clean Indoor Act \(Public Health Article 13-E\)](#)

[Clean Indoor Air Act](#)