

Smoke-free Workplace

Policy and Procedures

New York City College of Technology is a smoke-free work environment. Smoking is prohibited in all enclosed facilities; in consideration of others, it is requested that smoking not take place within ten feet of any entrance doors.

Assistance to Smokers

A. Recognition

The College recognizes the addictive nature of smoking and that breaking the smoking habit is extremely difficult for many people. It is also recognized that many individuals have elected to continue to smoke despite the health risks to themselves and others.

B. Smoking Cessation Programs

The College shall continue to make every effort to assist those employees who elect to stop smoking. Smoking Cessation Programs will continue to be offered and alternative programs will be reviewed and offered if possible.

Compliance

A. Responsibility

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members in the College community to observe this smoking policy.

B. Complaints

Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the supervisor to the appropriate department/division head or vice president for mediation will refer the matter.

C. Visitors to Campus

Visitors at campus events who smoke will be requested to extinguish the cigarette, cigar, etc., and will be informed of the campus policy. Refusal to do so will result in removal or denial of re-admittance to the event.

D. Review and Revision

The provisions of this policy shall be subject to future review and revision to ensure that its objective is obtained and the College is in compliance with federal and state law.