

SOP 08-07
Smoke-Free WorkOne Centers and Express Sites
Standard Operating Procedures
Grow Southwest Indiana Region 11
Approved: 10/01/08

Purpose

To ensure all WorkOne facilities in Region 11 provide smoke-free environment for both employees and customers.

Content

In order to protect the health and well-being of employees and customers, all WorkOne Southwest full-service and express sites must provide both employees and customers with a smoke-free environment. Therefore, all tobacco products and smoking in the WorkOne Southwest offices will be prohibited.

Adherence

This policy acknowledges that many cities and counties have passed an ordinance prohibiting smoking in designated areas. If a WorkOne facility is located in such city or county, WorkOne staff will abide by the more stringent of the two guidelines.