SANTA CLARA COUNTY TRANSPORTATION AGENCY POLICY NO. 418

PERSONNEL POLICY DATE: 1/02/95 PROCEDURE MANUAL REVISION: 7/17/95

SMOKING PAGE 1 OF 1

I. <u>PURPOSE</u>

To establish a smoke-free environment for Agency employees.

II. POLICY

Smoking is prohibited in all Agency buildings and all Agency vehicles.

Customers or suppliers wishing to smoke must be advised of this policy and asked to smoke only in the designated areas outside.

Employees wishing to smoke may do so in the designated areas outside Agency buildings and only before or after work hours and on their approved meal and break periods.