

SMOKE/VAPE FREE WORKPLACE POLICY

In the interest of providing a safe and healthy environment for employees and patrons, and in accordance with Article 13-E of the Public Health Law and the Nassau County Health Ordinance, Article VIII, smoking is prohibited in all areas of the Jericho Public Library. Vaping is also prohibited.

Individuals of the general public who are in violation of this policy will be informed that smoking/vaping is not permitted and will be directed outside the building. Violation of this policy is punishable by a fine of up to \$500 and/or 15 days in jail. Employees who are in violation may:

1. Upon the first offense be verbally reprimanded by their supervisor.
2. Upon the second offense be reprimanded in writing, a copy of which will remain in the employee's personnel file.
3. Upon the third offense the disciplinary action will be more stringent as provided under Civil Service Regulations.

The Library Director will serve as the Primary Agent, be responsible for enforcement of the regulations, and serve as a contact for the Health Department in dealing with incoming complaints.

Adopted by the Board of Trustees of the
Jericho Public Library February 10, 1992
Revised April 8, 2019