

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 503

Page 1 of 1

SMOKING POLICY

Reviewed 4/1/98

Headquarter's Smoking Policy

To provide our employees and guests with an environment which is conducive to good health, and in cooperation with the City of Chicago's "Clean Indoor Air Ordinance", effective July 23, 1995, ALA became a *smoke free* environment!

Implementation of this policy will be through education and counseling of individual employees where necessary.

All ALA Headquarters' employees are responsible for adherence to and the enforcement of this policy. Violators will be subject to the provisions of the "Clean Indoor Air Ordinance" and internal disciplinary action.

Supervisors have the responsibility for managing and maintaining a smoke-free environment within their respective work areas and for assuring that the smoking privilege extended to smokers is not abused by excessive time away from the work area.

Job applicants will be informed of the smoking restrictions at the time of application for employment.