

**BENCO
Personnel Manual**

SMOKING

In compliance with the Oregon Indoor Clean Air Act smoking is prohibited in all Benco programs, vehicles or when residents are present. This includes tobacco, cigarettes, and inhalant devices such as: e-cigarettes, vape pens and other devices. Cannabis remains an illegal drug under Federal law. There is no exception for cannabis use either at work or off work.

Smoking is prohibited within 10 feet of any entrance, exit or window that opens and any ventilation intakes of Benco programs or vehicles.

An outside smoking area is designated at each program. Employee's will not take smoke breaks together and will follow Benco's "break policy" to determine when they can smoke.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 6/20/24