



## NON-SMOKING POLICY

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The Archdiocese of Los Angeles is **SMOKE-FREE**. Smoking is prohibited at **ALL** times anywhere inside archdiocesan buildings, offices, and outside and around buildings as specified by state and local regulations. Smoking is prohibited within 25 feet of all entrances/exits. Smoking is only allowed in outside areas that are designated for smoking. This policy also applies to electronic cigarettes.

**If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494.**

### NON-SMOKING POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Non-Smoking Policy for the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

**Any violation of this policy must be immediately reported to your supervisor, manager, and/or the Human Resources Department at (213) 637-7494.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department/Location