



STAFF MEMO

1 0395

So ...

July 14, 1986, 10

Loc 11

To: OTA staff
From: John H. Gibbons *J. Gibbons*
Subject: No Smoking Policy at OTA

In the interest of maintaining and promoting the health of employees and visitors, smoking in any form is no longer permitted at OTA except in the following locations or circumstances:

- (1) Smoking is permitted only in the first floor lounge and in individuals' offices according to point 2, below.
- (2) Smoking is permitted in individuals' offices unless someone who is affected objects.
- (3) Other exceptions to the no smoking rule will be considered at the program or office level, provided that
 - (a) all who work in the affected area agree to the exception, and
 - (b) the plan is endorsed by the Director.

It is recognized that these rules may make it particularly difficult for some OTA staff who smoke. Therefore, I will endeavor to assist wherever possible in making the transition toward a smoke-free OTA. Assistance will include provision of air filtering units and improved ventilation; help in individual efforts to stop smoking; and, to the extent possible, relocation of personnel within the building.