

DATE February 25, 1996

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**BEP SMOKING POLICY**

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**1. PURPOSE AND SCOPE.** The purpose of this Circular is to establish the Bureau of Engraving and Printing's (Bureau/BEP) Smoking Policy. This circular is applicable to all employees of the Bureau of Engraving and Printing.

**2. POLICY.** It is the policy of the Bureau of Engraving and Printing to provide all employees a safe and healthful work environment that is free of recognized hazards. To assist in the attainment of this goal, smoking is limited to approved designated smoking areas. Smoking is prohibited in all other locations and violators will be disciplined. See Appendix A for the approved list of designated smoking areas.

Employees shall be offered smoking cessation courses at no cost. Interested employees shall be given administrative leave, workload permitting, to attend the course.

**3. BACKGROUND.** Numerous studies have concluded that smoking adversely affects the health of those persons "passively" exposed to tobacco smoke. In addition, an Environmental Protection Agency (EPA) report labeled environmental tobacco smoke a *Class A*, known human carcinogen, linked to nearly 3,000 annual lung cancer deaths. In view of these findings and in the interest of protecting the health and well-being of Bureau employees, this Policy is established with the advice and assistance of our labor organizations.

The policies on work breaks, where appropriate, and lunch periods will be applied equitably to smokers and nonsmokers. No special smoke breaks will be provided at any of the Bureau facilities.

**4. RESCISSION.** BEP Circular No. C 76-3, "Revision and Enforcement of Smoking Regulations," dated May 20, 1983; BEP Bulletin No. 70-09.17, "New Smoking Regulations," dated June 17, 1987; BEP Bulletin No. 70-09.20, "Smoking Regulations," dated May 2, 1988; and BEP Bulletin No. 70-09.20a, "Smoking Regulations," dated January 30, 1992; are hereby rescinded.

**5. DEFINITIONS.**

Smoking, for the purpose of this directive, includes the carrying of any lighted tobacco product.

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**6. RESPONSIBILITIES.**

A. All employees are:

(1) Responsible for becoming familiar with and adhering to the smoking policy as contained herein; and

(2) Encouraged to report violators/violations to appropriate supervisors and/or to the Office of Safety and Health Management or Office of Security as deemed appropriate.

B. Management Officials and Supervisors will:

(1) Enforce the policy as established herein; and

(2) Ensure that appropriate corrective action, including progressive discipline, is taken in accordance with established guidelines and procedures. Violations of this policy will be handled as a violation of Health and Safety policy.

**7. DISCIPLINARY ACTION.**

A. Employees that violate Bureau Policy will be subject to progressive disciplinary action, up to and including removal. Bureau Personnel Manual, M-60-1, Chapter 752-4, Appendix A, "Table of Offenses and Penalties," will be used as a general guide for determining disciplinary action. Supervisors must contact the Employee and Labor Relations Division for guidance on the appropriate penalty and the procedures necessary to take a disciplinary action.

B. Any employee found smoking in any unauthorized Bureau location will be subject to disciplinary action.

C. Any Supervisor who allows smoking in an unauthorized Bureau location, or who fails to take appropriate corrective action, including disciplining an employee found smoking, will also be subject to disciplinary action.

**8. OFFICE OF PRIMARY RESPONSIBILITY.** Office of Personnel, Employee and Labor Relations Division.

**<SIGNED>**  
Larry E. Rolufs  
Director

Attachment

Distribution "E"

Appendix A

Designated Smoking Areas

Unless otherwise noted the Smoking Areas will be available 24 hours a day.

Washington, D.C.

1. Roof Garden – Main Building
2. Room 737-PD – Annex Building

Lorton Warehouse

1. Parking Lot area nearest I-95

Western Currency Facility

1. Area immediately to the west of Post 5 before you enter the employee entrance.