



Albert Einstein College of Medicine

Smoke-Free Workplace Policy

I. Purpose

In order to provide employees, students and others with a smoke-free environment and to comply with New York State and New York City smoking regulations and statutes, it is the policy of Einstein to prohibit smoking, including, the use of electronic cigarettes, e-cigs, vapor cigarettes and vape pens, in all Einstein owned or leased buildings, facilities, and property.

II. Scope

All employees, students and visitors are expected to comply with this policy. The Security Office is responsible for enforcement of this policy.

III. Policy

Smoking is prohibited in all indoor areas of Einstein and its facilities.

Smoking is prohibited in Einstein vehicles.

“No-Smoking” signs are prominently and conspicuously posted in all appropriate locations of the work place in accordance with the Smoke-Free Air Act.

Two (2) outdoor locations have been designated as permissible smoking areas on campus: Ullman Smoking Shelter (between Ullmann and Forchheimer buildings) and Belfer Smoking Shelter (rear of the Belfer building loading dock area). All other campus entryways and landscaped areas are designated as SMOKE-FREE areas.

Inquiries, complaints or disputes about smoking in the workplace should be directed to Einstein’s Security Director at (718) 430-2180 or the Human Resources Department at (718) 430-3771. All complaints or reports of violations will be investigated promptly and addressed accordingly.

Employees and applicants for employment, who exercise or attempt to exercise any rights granted under the Smoke-Free Air Act and/or the smoking policy are protected from retaliatory adverse personnel action as defined in these regulations. If employees or applicants feel any such adverse employment action has been taken against them for exercising their rights under the Smoke-Free Air Act and/or this policy, they should contact the Human Resources Department’s Employee Relations Office at (718) 430-3771. This office shall be responsible for investigating and appropriately resolving any such complaint.

Einstein will provide a written copy of this policy upon request to any employee, prospective employee, visitor or any interested and appropriate regulatory agencies.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 February 2017.

VI. Policy Management and Responsibilities

Einstein’s Human Resources department is the Responsible Office under this Policy. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive, and Einstein’s Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)

	
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Responsible Executive	Date
Jed M. Shivers	
Associate Dean for Finance and Administration	