

Hampshire College

Hampshire College Employee Policy Manual Addendum 09/26/2018

This memo serves to notify all Hampshire College employees of the following Employee Policy Manual Handbook Addendum. This addendum should be placed with the existing employee handbook in your possession.

The following Employee Policy Manual sections revised pursuant this addendum are: **Section III Workplace Policies and Expectations #4: Smoking**

This policy has been amended to state the following:

Smoking The College recognizes that tobacco products are harmful to the health of those who use them and that exposure to secondhand smoke poses a health risk to nonsmokers. The Smoking Policy has been enacted to address these health concerns and to provide a smoke-free workplace. Smoking, including use of vapor products and e-cigarettes, is prohibited in all campus buildings and properties and in College vehicles. There are seven designated smoking areas throughout the campus: behind the Prescott Tavern, by the FPH parking lot between Dakin and ASH, between the Community Garden and Cole, behind the library near the bus stop, Greenwich, between the donuts and the road behind the RCC, between Enfield and EDH, and near the Red Barn.

Each employee is expected to read and become familiar with these Addendums and all other College policies that are contained in the Employee Policy Manual. Please direct any questions regarding the manual, or any of the policies contained therein, to your supervisor or Human Resources.