

GRUNDY FOUNDATION

Estate of Joseph R. Grundy • Bristol, Pennsylvania

Eugene J. Williams • Executive Director

Tobacco-Free Building and Grounds Policy

Effective January 1, 2021, it shall be the policy of The Grundy Foundation to provide a tobacco-free environment for all employees and visitors.

The Grundy Foundation is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees as well as the community. As such, the following Tobacco-Free Building and Grounds Policy has been adopted.

This policy covers the smoking of any tobacco product, the use of oral tobacco products or “spit” tobacco, and all smoking methods including but not limited to the use of electronic smoking devices, vaping devices, hookahs, etc.

This policy applies to both employees and non-employee visitors of The Grundy Foundation, Margaret R. Grundy Memorial Museum, and Margaret R. Grundy Memorial Library and covers the indoor spaces as well as the entire outdoor campus of The Grundy Foundation including parking lots. Where the buildings and campus are adjacent to public sidewalks and streets, smoking and/or the use of tobacco products is prohibited on those public sidewalks and streets within twenty (20) feet of the entrance to the building.

COMMUNICATION

The policy is communicated to visitors and the community through print and electronic means including but not limited to the Foundation, Museum, and Library websites, brochures, and signage.

Employees are advised of this policy during new employee orientations through the review of the Employee Handbook.

Managers and supervisors are responsible for keeping employees informed.

ENFORCEMENT

All employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy.

Compliance with the policy is the responsibility of all employees. Violation of the policy by staff will result in standard disciplinary action.

Visitors or other non-employees will be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner. Anyone in violation will be asked to cease the tobacco use or smoking immediately. Any who refuse to do so may be asked to leave the campus in accordance with our Foundation Behavior Policy.