## **Clean Air Policy**

Smoking and/or vaping is not permitted in any space owned by the Institute, including all vehicles and buildings (both offices and common areas), and outdoor spaces within 25 feet of all buildings, other than apartments in the Institute's Housing Complex. All Faculty, Staff, Members, and Visitors are expected to comply with these smoking regulations. As per New Jersey regulations, this prohibition extends to e-cigarettes. All smoking materials must be disposed of in appropriate receptacles.

As required by New Jersey law, employees exercising their rights to a smoke-free work environment will not be retaliated against or subjected to any adverse employment action. Additionally, any employee who has any questions or concerns about the Institute's smoke-free policy or who believes that they may have been subjected to adverse action for exercising their right to a smoke-free environment is advised to consult with the Chief Human Resources Officer. Employees are advised that this procedure will favor the health concerns of the employees desiring a smoke-free environment.