



**U.P. CREDIT COOPERATIVE  
FERNANDEZ HALL**

Delos Reyes Street corner C.P. Garcia  
U.P. Campus, Diliman, Quezon City  
Telefax nos. 8924-8002/8646-8862

## **Smoking Policy**

### **Purpose**

The **U.P. Credit Cooperative**, herein under referred to as UPCC, recognizes that secondhand smoke from tobacco has direct adverse effect on the health of smokers and nonsmokers alike. This smoking policy is instituted to provide a clean and healthy environment for the UPCC's officers, employees, members, customers, and visitors in accordance to the Clean Air Act of 1999 and the Tobacco Regulation Act of 2003 imposing a nationwide ban on smoking in all public places in the Philippines.

### **Policy**

Smoking shall not be permitted, and no person shall smoke in any indoor work area. This includes hallways, meeting rooms, receiving area, offices, dining/snack area, rest rooms, storage areas, including vehicles used for business.

Moreover, smoking is prohibited in "outdoor" areas where a roof or ceiling enclosure exists.

The smoking area will be at least three feet away from the outdoor area designated for nonsmoking, and the area shall be clearly designated with written signage as a smoking area

"Smoking" or "No Smoking" signs, or the international "No Smoking" symbol shall be prominently posted and properly maintained where smoking is regulated by the Management of the Cooperative.

### **Enforcement**

This policy applies to all employees, officers and members, suppliers, visitors, and customers. Individuals violating this policy shall be reminded of the law and asked politely to step outside to smoke (except where smoking on the grounds is prohibited). The person(s) in charge must make a good faith effort to prevent smoking in prohibited areas. Officers and employees may be subject to disciplinary action if warnings are ignored.

**Approved by the Board of Directors at its Regular Monthly Meeting on April 24, 2024.**