

**[CSC MEMORANDUM CIRCULAR NO. 07 S. 1999,
March 15, 1999]**

**POLICY WORKING CONDITIONS AT THE WORKPLACE RELATIVE
TO SMOKING PROHIBITION**

Pursuant to CSC Resolution No. 983023 dated November 19, 1998 and in line with the need to guarantee a smoke free environment and healthy work force, the Civil Service Commission hereby adopts and promulgates the policy of NO SMOKING 1) in government agency premises to include state colleges and universities: offices and grounds, except for designated smoking areas and 2) during work hours whether the employee is in the office or in the field.

To ensure strict implementation of the above policy, all government agencies are hereby enjoined to undertake the following courses of action:

1. Assign or designate smoking areas within or outside office premises. Whenever possible, these should be open spaces or separate areas away from crowds or aggregates of people, should have proper ventilation and with exhaust fans, potted plants and cigarette bins for proper disposal of cigarette butts. Agencies should strictly prohibit smoking in places clearly specified in Memorandum Circular No. 30, s. 1991 and places other than those designated as smoking areas.

The act of smoking covers carrying of lighted cigarettes, cigars, pipes or other smoking paraphernalia whether or not it is being puffed, inhaled or smoked.

2. Conduct a study to identify smokers in the organization and adopt a program that will encourage and assist said smokers to control and eventually give up smoking. This program may include conduct of symposia and other education and information campaign, counselling and rehabilitation and other health and physical fitness program.

Every government agency is hereby encouraged to aim and achieve a smoke-free organization and smoke-free workplace. A smoke-free organization is one where there are no smokers or nobody smokes and a smoke-free workplace is one where clean air bounds.

3. Establish a system that will strictly monitor and ensure enforcement of the policies on smoking prohibition. Employees' smoking can only be allowed if done before and after the official working hours or during breaks and lunch time and only in areas designated as smoking areas.
4. Adopt measures that will generate awareness and support of both employees and public clientele on the smoke-free policy and program in the government. These may include but may not be limited to the following: