

WORKING WITH A NON-SMOKER

A GUIDE FOR SMOKERS



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The Peaceful Coexistence Program sponsored
by R.J. Reynolds Tobacco Co.

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● ● Working Together toward A Peaceful Coexistence

If you are like many smokers, you may have found that it's become more difficult to socialize with non-smokers. But while we can choose our friends on the basis of our own likes and dislikes, we don't always have the same degree of choice when it comes to the workplace.

By working together and treating each other with courtesy, we can establish a peaceful coexistence between those of us who choose to smoke and those of us who choose not to.

Through mutual respect, you will be able to maintain an environment of fewer rules and more freedom; not just as it applies to the decision to smoke or not, but throughout the workplace.

● ● Smokers and Non-Smokers Learning To Live Together

If you have made the choice to smoke you can't simply ignore the responsibilities that go with that decision. Those who have chosen not to smoke deserve to be treated fairly and with respect. In order to maintain an atmosphere of peace and cooperation with them, let's agree to a policy of courtesy and accommodation. After all, you can expect non-smokers to be polite to you if you recognize that they should not have to be bothered by your smoke.

● ● How To Be A Polite Smoker

If you are in an area designated as smoke free - don't smoke.

Where designation is unclear or discretionary, ask those around you if they mind if you smoke.

If you don't see a "no smoking" sign, don't just assume it's o.k. to light up. Look around for other clues, such as ashtrays.

If you are in a smoking area, be aware of how you smoke and try to ensure that your cigarette isn't bothering anyone else. Here are some hints:

1. Always use an ashtray for ashes.
2. Extinguish a smoldering cigarette if it's not being smoked.
3. Try to exhale away from any other people.
4. When moving around the building, do so without smoking.

● ● **Some Suggestions For A Practical Policy**

Exercising courtesy and thoughtfulness will help your relationships with non-smokers, however, many people will continue to be bothered by smoke, regardless of how considerate you are. That's why designated areas make sense for many work situations. And, here are some suggestions as to how a workplace may want to organize its designated areas.

Smoking Areas

Cafeteria (in the smoking section)

Snack/Break Area

Personal Offices

Designated Smoking Lounges

Bathrooms (if designated)

No-Smoking Areas

Cafeteria (no-smoking section)

Copy Rooms

Hallways and Stairwells

Bathrooms (if not designated)

Any Area Where Smoking, By Law, Is Prohibited

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Discretionary Areas

In some areas of any workplace, whether smoking is acceptable or not will need to be worked out among those affected, or if necessary, decided by the manager responsible for the area. Some examples include:

- Individual Office
- Open Work Areas
- Shared Office Spaces
- Conferences/Meetings

Meetings

Meetings are a good example of the types of situations where smokers and non-smokers may be working together for long periods of time in close proximity, and where a little planning and cooperation can make the experience more pleasant and productive. Here are some simple guidelines:

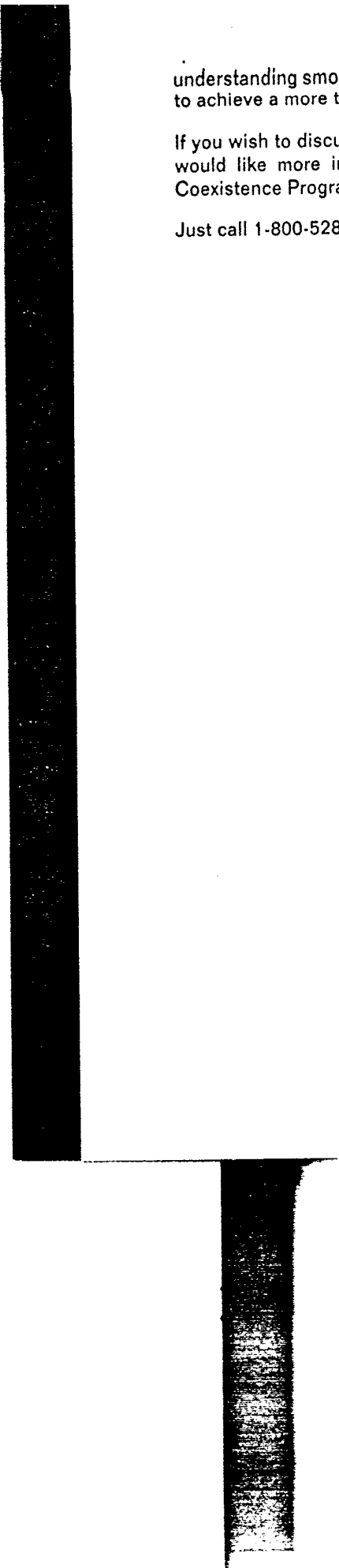
Conference Rooms: Before attending a meeting, anyone having an objection to smoking should contact the person in charge of the meeting. The person running the meeting is responsible for announcing at the beginning whether it's to be a smoking or no-smoking meeting.

Meeting Suggestions: If smoking is not to be permitted, plan to include an adequate number of breaks in the agenda. If smoking is permitted, smokers should use common courtesy by: limiting the number of people smoking at one time, making sure cigarettes aren't left unattended and burning in the ashtray, emptying or removing ashtrays after the meeting is over.

● Peaceful Coexistence Is Your Responsibility

Our working environment can only be as happy and harmonious as we choose to make it. With a little thought and

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understanding smokers and non-smokers can work together
to achieve a more tolerant and courteous atmosphere.

If you wish to discuss this issue with your colleagues and you
would like more information about R.J. Reynolds' Peaceful
Coexistence Program, please call our toll free number.

Just call 1-800-528-1228.

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**free to smoke
smoke free**

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