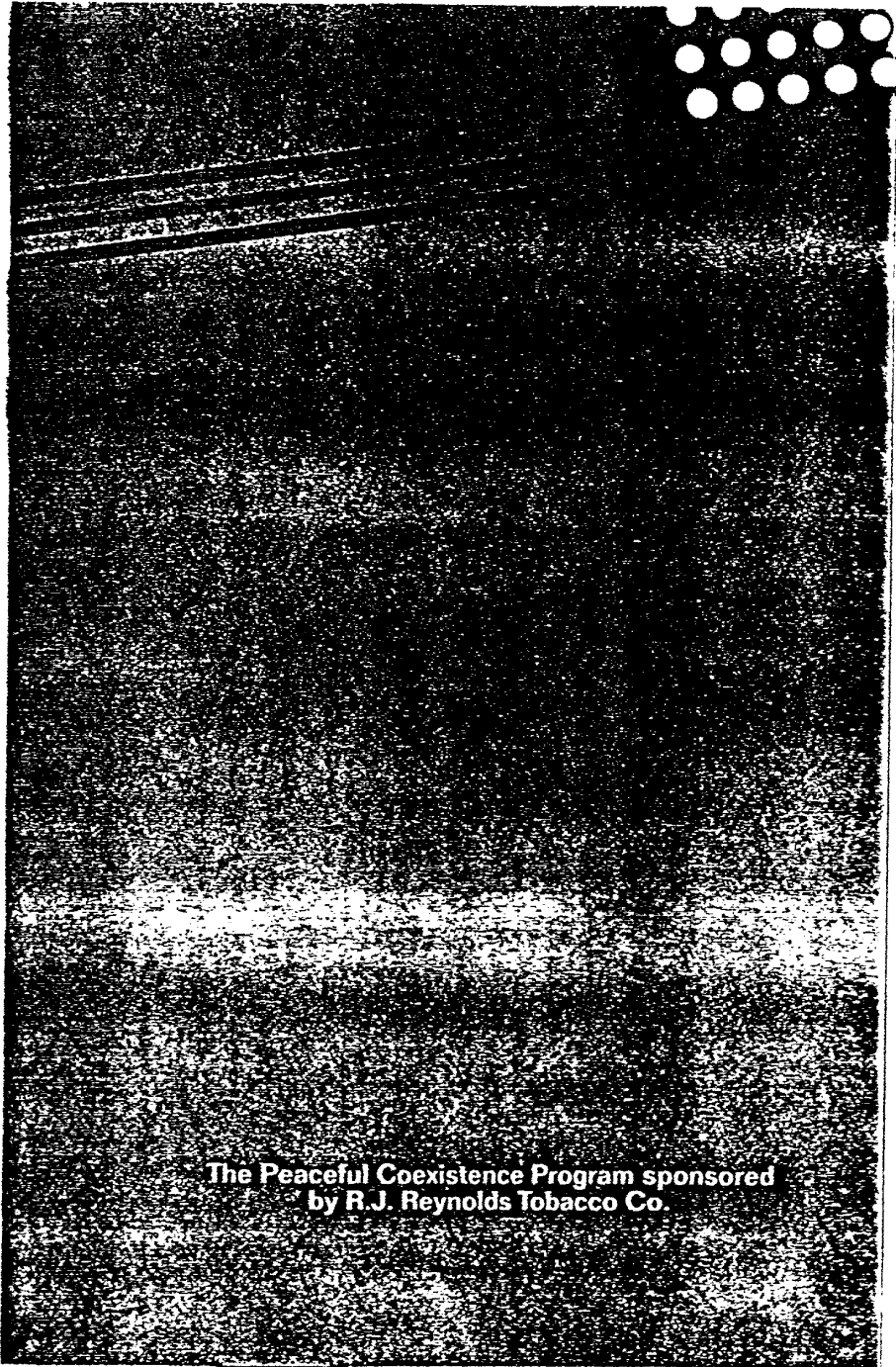


WORKING WITH A SMOKER

**A GUIDE FOR  
NON-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 non-smokers, you may have found that the experience of socializing with smokers has become more difficult for you. 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 not to smoke and those of us who do.

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 not to smoke you can't simply ignore the responsibilities that go with that decision. Those who have chosen 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 smokers to be polite to you if you recognize that they are free to smoke in areas where they are allowed to do so.

## ● ● How To Be A Polite Non-Smoker

If you are in an area which is designated as no-smoking, and somebody is, bring the mistake to their attention politely. Here are some specific suggestions:

1. If you notice a smoker smoking in a no-smoking area, or in a non-courteous manner you should let him/her know that you would appreciate his/her cooperation.
2. You should never preach or "put-down."

3. The courteous way to remind a smoker that he/she is in a "no-smoking" situation is with words like "Please..." and "Would you mind not..." and, of course, "thank you."

Before you speak up, make sure you are indeed in a no-smoking area. Look around for signs or the evidence of ashtrays.

Where smoking is permitted, accept your colleagues' freedom to smoke, and expect them to do so, if done so politely.

Where the designation is discretionary, don't hesitate to express your preference, but as always, politely.

The polite way to present your opinion on smoking is: only when asked.

### ● ● Some Suggestions For A Practical Policy

Exercising courtesy and thoughtfulness will help your relationships with smokers, however, many people will continue to be bothered by smoke, regardless of how considerate a smoker may be. 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)

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Copy Rooms

Hallways and Stairwells

Bathrooms (if not designated)

Any Area Where Smoking, By Law, Is Prohibited

### **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 Offices

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

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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 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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