

**By signing this form, you acknowledge that you understand the update of this policy.**

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

### **EATING, DRINKING AND SMOKING**

Food and beverages should **not** be consumed in the public service areas of the Library System. Beverages are allowed in offices or enclosed work areas; however, food should be confined to the staff lounge. Gum chewing is inappropriate for staff members working with the public.

Smoking and vaping are not permitted inside the buildings, in library owned vehicles, or anywhere on Library System property. (Electronic nicotine delivery systems are commonly known as e-cigarettes but are also known as e-cigs, vape pens, e-hookahs, e-pipes, tanks, mods, vapes, and more.)