



June 9, 2017

MEMORANDUM : **TO ALL OFFICIALS AND EMPLOYEES**
SUBJECT : **POLICY ON NON-SMOKING**

I. Policy Statement

This Office adopts a Smoking Prohibition Policy, anchored on the Civil Service Commission's Memorandum Circular No. 17 s. 2009 and in support of the Environmental Management Program.

II. Policy Objectives

1. To protect the employees and service partners occupying the NEA building from the harmful effects of smoking.
2. To encourage people to appreciate the value of non-smoking.
3. To ensure a healthy environment and productive workplace.

III. Implementing Guidelines

1. Smoking is prohibited inside NEA vehicles, premises, buildings and grounds except in the NEA basketball court which is the designated smoking area.
2. Signages for SMOKING AREA and NO SMOKING AREA shall be posted prominently in conspicuous locations.
3. Ashtrays or receptacles made for dispensing cigarette refuse shall be removed except in the designated SMOKING AREA.
4. Employees of NEA, Service Partners, COA, Resident Ombudsman and other occupants of the NEA building are enjoined to report any violation of the smoking prohibition policy.
5. Visitors shall be advised on NEA's smoking prohibition policy, should the need arises.
6. Written and signed reports against employee/s found to have violated the No Smoking Rules be forwarded by the GSD to HRMD for appropriate action. Employees shall be informed in writing and will be given seventy two (72) hours within which to respond.

7. Anonymous complaints shall be subject to observation/monitoring.
8. Report must be sent through the Manager, General Services Division through any of the following:
 - a. Letter/note (signed/unsigned)
 - b. Phones (926-1339 & 929-1909 local 110 & 111)
9. A report on violation shall be forwarded by HRMD to the respective immediate supervisors for appropriate action. If employees of COA, Ombudsman, Canteen Concessionaire, Security Guards, Manpower and Janitorial Service personnel are found to have violated the policy, the managers of these offices shall report to HRMD the penalty meted to the erring employee/s.

IV. Penalties

A. NEA Employees

Violation of the No Smoking Prohibition is subject to the following penalties as provided for in Section 23, Light Offense (C) of Rule XIV of the Omnibus Rules implementing Book V of Executive Order No. 292:

1 st Offense-	Reprimand
2 nd Offense-	Suspension from 1 to 30 days
3 rd Offense-	Dismissal


B. Employees of NEA-EMPC, COA, Ombudsman, Manpower Services, Security Services, and Canteen Concessionaire.

The penalty is at the discretion of agency of the erring employees as provided for in Section III.9 of this policy.

V. Monitoring

It shall be the joint responsibility of the GSD and Supervisors to monitor and report the rate of compliance and effectiveness of this policy.

This policy is updated and reissued for compliance.


EDGARDO R. MASONGSONG
Administrator

