



RICO PUERTO NATIONAL GUARD
Puerto Rico Youth ChalleNGe Academy

Revised on 1 April 2023

PROGRAM DIRECTOR
SMOKE-FREE WORKPLACE POLICY

CONCEPT: This policy has been determined to be in the best interest of the Puerto Rico Youth ChalleNGe Academy and is to be implemented in all facilities and buildings under the control of the Puerto Rico Youth ChalleNGe Academy where Cadets, parents, visitors, volunteers, Mentors and Staff of the PRYCA are working, on Training or performing extracurricular activities. Since the program is designed to increase fitness and wellbeing among Cadets, Staff personnel and civilian personnel, it will establish the policy guidelines for the control of smoking.

1. References:

- a. Department of Defense Instructions (DoDI) 1025.08, paragraph 3.4e.
- b. CNGBM 9350.01, Appendix G

2. Purpose: To create a healthy environment for Cadets, Staff members, parents, and visitors by the establishment of a Smoke-Free Workplace.

3. General:

a. Smoking tobacco harms readiness by impairing physical fitness and by increasing illness, absenteeism, premature death, and health care costs. This policy enhances readiness by establishing the standard of a smoke-free environment, which supports abstinence and discourages the use of tobacco.

b. The Administrative personnel of Puerto Rico Youth ChalleNGe Academy, will affirmatively act to implement this policy.

c. Full cooperation of all staff members, supervisors, and civilian employees are expected to ensure that people are protected from the effects of secondhand smoke.

d. Staff, visitors, Cadet/Candidates, parents are prohibited from using any smoke, vape, or smokeless tobacco product in the vicinity or plain view of Candidates or Cadets.

4. Applicability and Scope:

a. The provisions of this policy apply to all organizational elements that occupy space in/on conveyances, offices, buildings, or facilities over which the Puerto Rico Youth ChalleNGe Academy has custody and control.

b. This policy does not cancel or supersede other instructions which control smoking because of the risk of fire, explosive, or other safety considerations.

4. **Supervisors:** Staff member in-charge will be responsible to establish the policy within their respective facilities regarding the control of smoking. The guidelines outlined herein will apply to the Puerto Rico Youth ChalleNGe Academy Facilities, loaned facilities, and any other recreational activities on or off post.

5. Responsibilities:

a. Deputy Director will brief parents and families during the Parent Orientation meeting, during social activities and or family days.

b. Cadre personnel will emphasize the importance of a Smoke-Free Environment to Cadets and civilian personnel visiting the Program Facilities.

c. The medical section and Physical Plant Specialist will ensure that appropriate Notice of the Smoke-Free Workplace Policy has been posted at the program's main entrance and other appropriate areas.

d. Candidates and/or Cadets who violated this policy will be process through the program's Disciplinary System (QUAD).

e. Staff personnel who violated this policy are subject to administrative disciplinary actions, including contract cancellation.

d. Visitors and/or parents in violation of this policy will be subject to deny access to the facility and or scheduled activity.

6. Point of contact for this policy is Mr. Fernando Quinones, Deputy Director, at email: fquinonesc@gnpr.pr.gov.

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