

EXECUTIVE ORDER NO. 6

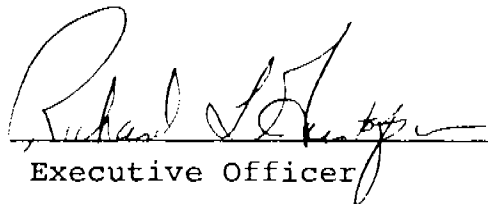
Effective Date: August 10, 1981

Subject: Employee Smoking Policy

Cigarette, pipe and cigar smoking will be permitted only in the employee lounge, the lobby, closed door offices and study carrels during normal working hours (8:00 a.m. to 5:00 p.m.)

In addition, smoking areas may be designated within a department with unanimous approval of the departmental staff. Smoking will be permitted in meetings only by mutual consent of those in attendance.

ORDERED, by the Executive Officer this 9th
day of August, 19 81.


Executive Officer



METROPOLITAN SERVICE DISTRICT
527 S.W. HALL ST., PORTLAND, OR. 97201, 503/221-1646

MEMORANDUM

Date: August 7, 1981
To: All Staff
From: Jennifer Sims, Director of Management Services
Regarding: Smoking Policy

Beginning Monday, August 10 smoking will be permitted only in the areas designated in the attached smoking policy. You may wish to display the attached desk card as a reminder. Questions or problems should be directed to me.

JS:cjv