



FAMILY COURT OF THE STATE OF DELAWARE

CHANDLEE JOHNSON KUHN  
CHIEF JUDGE

NEW CASTLE COUNTY COURTHOUSE  
500 N. KING STREET, SUITE 9445  
WILMINGTON, DELAWARE 19801-3736

**INTERNAL POLICY MEMORANDUM NO. 11-007**

TO: Family Court Judges  
Family Court Commissioners  
Family Court Administrative Team  
Family Court Administrative Support Staff

FROM: Chandlee Johnson Kuhn  
Chief Judge

DATE: December 5, 2011

RE: **Smoke-Free Work Environment**

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**SCOPE:**

The Smoke-Free Policy is a statewide policy and applies to all Family Court employees, contractors, volunteers, interns, litigants, and visitors. Effective January 1, 2012, smoking and/or the use of tobacco products or other like substances will be prohibited on any State owned and operated facility occupied by Family Court employees.

**PURPOSE:**

Family Court is committed to protect and improve the health of Family Court employees, litigants, and visitors from the dangers of smoking and the ingestion of second hand smoke. There is considerable evidence that smoke is harmful to non-smokers, as well as smokers. Thus, Family Court has an obligation to provide a safe and healthy work environment; and therefore, every employee, contractor, volunteer, intern, litigant and/or visitor has a right to breathe clean air and not be exposed to the effects of smoking and tobacco.

**DEFINITION:**

Tobacco use refers to the use of any product manufactured from tobacco, including smokeless tobacco products. Smoking includes smoke from a pipe, cigar, cigarette or any other like substance. Lighting any such substances and/or carrying a burning pipe, cigar, cigarette, or like substances of any kind is also prohibited. Smoke-free means that smoking is not permitted anywhere within the curtilage of Family Court and/or State vehicles operated by Family Court employees, contractors, volunteers, interns, litigants and/or visitors.

**POLICY:**

The use of tobacco products, or like substances is prohibited:

- On all Family Court/State property and grounds, including parking lots and adjacent sidewalks.
- In all vehicles owned by the State of Delaware.
- In all employee vehicles when parked on Family Court/State property.

**OBJECTIVES:**

- To create a healthy environment for employees, contractors, volunteers, interns, litigants and visitors.
- To lead by example and promote a smoke-free environment (indoors and outdoors).
- To motivate and support smokers who wish to quit smoking.
- To create a more professional, health conscious appearance around the State's properties.

**CONCLUSION:**

In an effort to improve and protect the health of Family Court of Family Court employees, contractors, volunteers, interns, litigants, and visitors, this policy is established to eliminate smoking, and the use of all tobacco products on Family Court/State premises. Each employee has a responsibility for implementing and monitoring this policy; and reporting non-compliance by co-workers, contractors, volunteers, interns, litigants, and visitors. Directors/Managers/Supervisors must ensure that employees are aware of this policy, and that when requested, employees are referred to Human Resources or Human Management Services (HMS) to obtain resource information on how to quit smoking.

Violations of the Smoke-Free Environment policy must be reported to Human Resources. Where employees, contractors, interns, and/or volunteers are found to be in violation of this policy, disciplinary action may be considered. Disciplinary procedures will apply if employees are continually in violation of this policy.