



Secretariat

ST/IC/85/42
13 August 1985

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: SMOKING IN CONFERENCE ROOMS AND OFFICES

1. The hazards of smoking both to the smoker and to those exposed to other people smoking are well known.
2. In 1983, the General Assembly decided that smoking should be prohibited in the small conference rooms (such as rooms 5 to 10 and A to E) and should be discouraged in the larger conference rooms (such as rooms 1 to 4).
3. As a further step, it has been decided that a similar practice should now be followed in all the conference rooms in the Secretariat buildings in New York. "No smoking" signs will therefore be posted in all small conference rooms in the Secretariat buildings in New York.
4. Staff members who wish to smoke in their offices should be allowed to do so. When staff members are required to share offices or working areas, supervisors should to the extent possible separate smokers and non-smokers. If this cannot be done and a smoker and a non-smoker are required to share an office or working area, arrangements concerning smoking should be agreed between the staff members concerned.
