DECLARATION OF THE NATIONAL POWER CORPORATION DILIMAN COMPLEX AS A NO SMOKING ZONE

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The NPC corporate vision stipulates the promotion and protection of the environment.

Republic Act No. 7494, otherwise known as the Consumer Act of 1992, considers cigarette smoking as hazardous to health.

City Ordinance No. NC-73, S-149, prohibits smoking in Quezon City, save in designated areas, and violators are punished with a fine of not more than Two Hundred Pesos (P200.00) or imprisonment from one (1) day to ten (10) days of arresto menor, or both such fine and imprisonment in the discretion of the court.

In view thereof and consistent with management's desire to promote a clean environment and to safeguard the health of its employees, the NATIONAL POWER CORPORATION Diliman Complex is hereby declared a NO-SMOKING ZONE.

The following actions shall be taken against violators of this circular:

1. Person caught smoking within any of the buildings will be turned-over to the Quezon City Government and/or the Quezon City Police for appropriate action. Further, if the violator is an NPC official or employee, he/she shall be dealt with administratively.

2. Any NPC official or employee caught smoking within the NPC Complex even if outside any of the building therein shall likewise be dealt with administratively.

3. Any visitor or non-NPC caught smoking within the NPC Complex even if outside any of the buildings therein shall be immediately escorted out of the NPC Complex.

4. Any NPC official, including or member of the Security Division and/or any other person whose duty is to implement this Circular, who is found tolerating his/her subordinates and any employee as the case may be, or is negligent in implementing this Circular shall likewise be dealt with administratively.

The Administrative sanctions to be imposed on NPC violators shall be as follows:

First Offense -

Written reprimand from the concerned Cost Center Head, Vice President, as the case may be;

Second Offense -

Violators shall be required to make a written explanation to their Cost Center Head, Vice President, or the NPC President, as the case may be;

Third Offense -

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Violators shall be charged with insubordination pursuant to pertinent laws, rules and regulations.

Violations will be registered in, and made part of, the 201 file of the concerned violators.

All NPC cost center heads and officials, including officials/members of the Security Services Division are directed to lead in the promotion of a SMOKE-FREE NPC Complex and to ensure strict compliance with this Circular.

The Vice-President for Administration, who shall primarily be responsible for the implementation of this circular, is directed to ensure that appropriate instructional/information signs are conspicuously posted at all entry gates as well as strategic locations within the complex.

All other NPC facilities/offices nationwide are likewise enjoined to implement appropriate measures consistent with this Circular.

This Circular shall take effect on July 1, 1994.

All other Circulars in relation to the above-subject are deemed amended, repealed or supplemented accordingly.

For strict compliance.

Adopted: 13 June 1994

(SGD.) FRANCISCO L. VIRAY
President

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