

Smoking Policy

Section 1.4

PURPOSE

To prohibit smoking and tobacco use in and around all work areas to maintain a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. The City recognizes the hazards caused by tobacco use and exposure to second hand smoke. The term “smoking” as used in this policy refers to the use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizers, regardless if the substance is being inhaled or expelled. “Tobacco products” as used in this policy excludes the use of chewing tobacco.

POLICY

All employees, including volunteers, vendors, and contractors, are prohibited from smoking, or using tobacco products within facilities, buildings or vehicles that are owned, leased, or operated by the City at any time.

Smoking or tobacco use shall be permitted only in designated smoking areas located at least twenty (20) yards outside of building or facility entrances, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished, and disposed of in appropriate containers.

Employees who choose to engage in smoking or tobacco use should take reasonable efforts to ensure the odor from their smoking and/or tobacco use has been adequately neutralized or removed from their clothing/person prior to entering the workplace and City vehicles, including but not limited to arriving for work and returning from breaks or lunch. Reasonable efforts include, but should not be limited to, hand washing or changing of the outermost layer of clothing worn while smoking or engaging in tobacco use.

OPERATION PROCEDURE

HR/RM Department

Individuals will be informed of this policy through signs posted throughout properties owned and operated by the City, including City owned vehicles.

The City will help refer employees who want to quit smoking to smoking cessation programs and materials, if solicited/requested.

Any violations of this policy will be handled through established disciplinary procedures.