

# **CITY OF COMMERCE**

## **ADMINISTRATIVE POLICIES**

### **TOBACCO POLICY FOR CITY EMPLOYEES WITHIN CITY-OWNED FACILITIES**

#### **1.0 PURPOSE**

- 1.1 To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish City policy to regulate the use of smoking materials by City employees while on duty.
- 1.2 Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.
- 1.3 Other tobacco products such as snuff and chewing tobacco will follow these same rules as they are found offensive by some employees and some members of the general public.

#### **2.0 POLICY**

- 2.1 “Smoke”, “smoking” or tobacco as used in this policy will mean and include the smoking or carrying of any kind of lighted pipe, cigar or cigarette, or the use of other tobacco products such as snuff and chewing tobacco.
- 2.2 Tobacco will be restricted to designated areas as established by the Department Head in charge of the facility.
- 2.3 The following areas have been so designated provided that the resulting tobacco does not affect other employees or the public:
  - Fire Department: Outside building, not near public entry ways
  - Police Department: Outside building, not near public entry ways
  - City Hall: Outside building, not near public entry ways
- 2.4 Tobacco will further be prohibited in all City Owned Buildings.
- 2.5 Tobacco use will also be prohibited in all City Owned Vehicles.

- 2.6 Areas designated for tobacco use may change from time to time to meet the needs of the City and desires of its employees and the public.
- 2.7 In the event there is a conflict about the establishment of a smoking area, the right of nonsmokers to breathe clean air free of harmful smoke will supersede the right to smoke.
- 2.8 Signs prohibiting smoking will be conspicuously posted in public areas where smoking is prohibited.
- 2.9 Ashtrays will be made available in the designated smoking areas.
- 2.1A Ashtrays will not be kept in nonsmoking areas. No spitting of tobacco is allowed in nonsmoking areas.

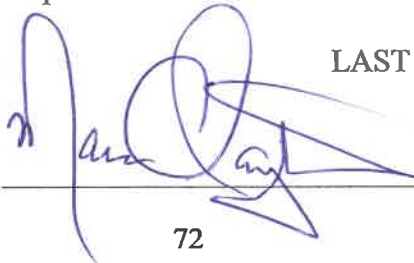
3.0 PROCEDURES

- 3.1 The effectiveness of this policy will depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so.
- 3.2 Smokers must consider the health concerns and comforts of their nonsmoking coworkers and nonsmokers must consider the freedom of choice of the smoker.
- 3.3 Users of other types of tobacco must consider the feelings and discomfort of other employees.
- 3.4 It will be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it will be the responsibility of the affected Department Head to see that the policy is applied in an equitable manner and adhered to by all employees.
- 3.5 Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint.
- 3.6 The Department Head will be responsible for notifying the violator or the complainant of the pertinent portions of this policy.
- 3.7 Failure to comply with the policy after proper notification will initiate the City's progressive discipline procedures.

EFFECTIVE: 09-20-94

LAST REVISED: 11-14-12

CITY MANAGER APPROVAL:



A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line.