



# Smoking Pollution Control Policy

Policy No. B-08<sup>1</sup>

The Scope of this policy includes the following individuals:<sup>2</sup>

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Volunteers

## I. PURPOSE:

To protect the health and welfare of employees and visitors to City facilities by regulating smoking, tobacco, and all types of pipe use in the workplace and minimizing the toxic effects of smoking on smokers and non-smokers.

## II. POLICY APPLICATION

The City maintains a smoke-free working environment. Smoke-free, as used in this policy, refers to the prohibited use of tobacco or nicotine products (with the exception of FDA approved smoking cessation aid treatments), and any device used for smoking or otherwise ingesting tobacco or nicotine products, including electronic cigarettes and vapor pipes, in the workplace. All City-owned buildings and City-owned vehicles are to remain smoke-free as defined above, except in areas so designated by posted signs.

Smoking is permitted only in areas so designated by posted signs. All smoking materials must be extinguished before leaving a designated smoking area. Smoking is permitted only during established break and lunch periods and before and after working hours in the designated areas.

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<sup>1</sup> This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

<sup>2</sup> The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

