

Policy #: 4.05
Title: Smoke Free Policy
Approved By: General Manager

Date Issued: 04/12/1988
Date Revised: 06/10/2011
Date Reviewed: 06/10/2011

PURPOSE:

This policy has been established to protect and promote the health and well being of City Utilities' employees and visitors. The harmful health effects associated with smoking, secondhand smoke, and smokeless tobacco are well documented. In addition to causing direct health hazards, tobacco use can contribute to institutional costs in other ways including fire damage, cleaning and maintenance, productivity associated with employee absenteeism, and healthcare costs.

POLICY:

Effective April 1, 2011, employees will be prohibited from smoking on company time, including paid breaks. Effective June 11, 2011, smoking e-cigarettes is also prohibited on company time. Smoking will also be prohibited at all times within all City Utilities' facilities, company vehicles and equipment, as well as all property owned or operated by City Utilities, including parking lots. This applies to all employees, contractors, clients, and visitors. Additionally, smoking will be prohibited in proximity of all entrances to City Utilities' buildings and property. Other forms of tobacco use are being reviewed, and this policy may be amended in the future to prohibit all tobacco use.

SMOKING AND TOBACCO USE CESSATION PROGRAMS:

City Utilities is committed to supporting all employees who wish to stop using tobacco products. A number of resources, including tobacco cessation programs, are available to assist employees who wish to quit using tobacco. Please contact Sally Brackett, CU Nurse, at Ext. 8441 for further information on these resources.

COMPLIANCE:

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing the policy. Employees are encouraged to respectfully inform others of this policy in an ongoing effort to enhance awareness and compliance. Refusal of employees to comply with this policy will result in disciplinary action up to and including termination.

Customers and/or visitors will be permitted to extinguish smoking at building entrances.