

CITY OF ROSWELL TOBACCO USE POLICY

Scope: The City of Roswell is committed to promoting and maintaining a healthy work environment that is as close to tobacco free as practicably possible and in accordance with all federal, state and local laws. As a public employer, laws dictate that the City must take steps to prevent or minimize the exposure of secondhand smoke (**ETS – Environmental Tobacco Smoke**) in the workplace.

Purpose: The purpose of the Tobacco Use Policy is to encourage employees, volunteers, visitors to city facilities, and those performing community service for the City to maintain a lifestyle that promotes the health and wellbeing of themselves and their co-workers. Further, this policy shall promote the safe operation of our vehicles and equipment.

Policy Guidelines: This policy covers and includes all workplace facilities, all City owned vehicles and all City owned equipment. It shall also apply to and include all forms of smoke and smokeless tobacco products (pipe, cigar, cigarette, dip, snuff, etc.). Further, this policy shall apply to products that are not tobacco but consumed or used in the same manner as tobacco products.

The use of tobacco products is prohibited in all city buildings and facilities, whether owned or leased. This prohibition applies to any area enclosed by the perimeter walls of the building, including restrooms, warehouses, storage spaces, atriums, balconies, stairwells and other similar building features considered “within a building.”

The use of tobacco products is prohibited within 25 feet of any building entrance, air intake duct and window. Department Heads shall immediately designate specific areas outside of each City facility as “Approved Tobacco Use Areas” except City Hall where the “Approved Tobacco Use Areas” will be designated by the City Administrator. These designated areas should be identified and posted. A complete listing of “Approved Tobacco Use Areas” is available on the City’s Intranet or in hard copy form from the Human Resources Division. Tobacco use is not permitted at the front entrance to any facility.

Individuals who use tobacco products will be responsible for their proper disposal. Disposal containers will be provided at each approved tobacco use area.

Tobacco use of any kind is not permitted inside or on any City owned vehicle. This prohibition includes all take home vehicles.

Tobacco use of any kind is not permitted when employees are using tools or equipment owned by the city while performing the duties or tasks of an assignment. Tools and equipment shall include open and closed cab off-road vehicles, forklifts, lawn mower, etc.

The use of tobacco products is prohibited in outdoor areas including parking lots where the public has access, except those spaces specifically designated as “approved tobacco use areas.”

The City will provide educational information on programs relating to tobacco use cessation to any employee interested in such programs. Please contact the Human Resources Division for more information.

Adherence to this policy is mandatory. Violations of this policy will result in progressive disciplinary action up to and including termination.