

## 5.05 Tobacco Free Workplace

	<b>CITY OF PRESCOTT, AZ</b> <b>Administrative Regulation</b> <b>TOBACCO FREE WORKPLACE</b>
<b>Approving Official:</b>  <b>Craig McConnell, City Manager</b>	<b>Effective:</b>  <b>August 6, 2015</b>

### Tobacco

The City is designated as a tobacco free employer. A tobacco free environment encourages a safer, cleaner and healthier workplace for all City employees. The use of any tobacco product including, but not limited to, cigarettes, pipes, cigars, smokeless tobacco, oral tobacco products (chewing or “spit” tobacco), smokeless cigarettes, e-cigarettes, electronic or personal vaporizer device is not allowed at any time in City facilities, City vehicles or at City worksites according to detailed guidelines below. Whether an employee is working or is on a personal break, tobacco products in any form are not allowed in the following locations:

- A. Within 20 feet of the City building entrances, open windows, or ventilation systems.
- B. In any facility owned, leased or occupied by the City.
- C. In City vehicles or on City owned equipment (cars, trucks, mowers, tractors, golf carts, etc.).
- D. At City worksites, work areas and when dealing with citizens in public.
- E. In the presence of, and conversing or interacting with customers while representing and conducting City business in the field.

Any designated “tobacco use areas” must be at least 20 feet outside a City facility and designated for tobacco use. A designated “tobacco use area” must be located so that second-hand smoke does not affect neighboring or adjacent properties. Designating a tobacco use area is at the discretion of the Department Head or Supervisor. If a designated smoking area is not properly cleaned and maintained (removal of cigarette butts, matches, etc.), it can be eliminated at the discretion of the City Manager or other decision-making body.

Any violation of this policy is subject to the City’s standard disciplinary procedures.