**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Smoking/Vaping/Smokeless Tobacco **EFFECTIVE DATE**: insert date adopted

**STATEMENT OF PURPOSE:**

The City is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees.

**DEFINITIONS:**

1. Smoking: The practice of inhaling smoke from burning plant material.
2. Vaping: The act of inhaling an aerosol (mist) produced by a battery-operated device, often called an e-cigarette or vape pen, which heats a liquid (e-liquid) containing nicotine, flavorings, and other chemicals.
3. Smokeless Tobacco: A tobacco product that is not burned so it doesn’t produce smoke. Instead, it is chewed, sucked on, or even sniffed into the nose, allowing its juices to be absorbed into the body through the mouth or nose.

**APPLICABILITY:**

The following policy has been adopted and applies to all employees, contractors and visitors of the City.

**PROCEDURES:**

1. The City prohibits smoking, vaping (use of electronic nicotine or flavor delivery systems, i.e., e-cigarettes, e-pipes, e-hookahs and e-cigars) and use of smokeless tobacco at all City worksites and City vehicles.
2. This policy applies to all areas of buildings occupied by City employees, all City-sponsored offsite conferences and meetings, all vehicles owned or leased by the City.
3. Smoking, vaping and use of smokeless tobacco is permitted *only* in the following designated outdoor areas: (insert permitted areas here).
4. Violation of the City’s Smoking/Vaping/Smokeless Tobacco Policy is subject to discipline up to and including termination of employment. Contractors and visitors of the City who violate this policy will be asked to leave the City premises.