



**City of Vernon, California
Human Resources Policy and Procedure Manual**

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[Signature]
City Administrator

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SUBJECT: SMOKING POLICY

PURPOSE:

To prohibit smoking and tobacco use in and around City of Vernon work areas in order to maintain a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. The City of Vernon recognizes the hazards caused by tobacco use and exposure to second hand smoke. The term "smoking" as used in this Policy refers to the use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizers, regardless of the substance being inhaled or expelled. "Tobacco products" as used in this Policy also includes chewing tobacco.

POLICY:

All employees, including volunteers and contractors, are prohibited from smoking or using tobacco products within facilities, buildings or vehicles that are owned, leased or operated by the City of Vernon at any time.

Smoking or tobacco use shall be permitted only in designated smoking areas located at least 20 feet outside the building or facility entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

PROCEDURE:

Responsibility

Human Resources

Action

1. Employees will be informed of the City of Vernon Smoking Policy through signs posted

throughout properties owned and operated by the City including City owned vehicles.

2. The City of Vernon will help refer employees who want to quit smoking to smoking cessation programs and materials if solicited/requested.
3. Any violations of this policy will be handled through established disciplinary procedures.