

TITLE: Tobacco and Vapor Use Policy

I. POLICY STATEMENT

The City of Avondale (the “City”) is committed to providing a safe and healthy workplace and to promote the health and wellbeing of its employees and citizens. The following policy applies to smoking and vaping, as well as the use of smokeless tobacco and herbal tobacco products by all employees, volunteers, visitors, vendors, contractors and consultants.

II. DEFINITIONS

As used in this Policy:

- A. “Designated smoking area” is defined as an area that is either identified by signage or an area outdoors that is at least 25 feet from all entrances to city buildings and out of the view of the public.
- B. “Herbal tobacco product” means any product that imitates a type of tobacco, but which does not contain tobacco and may or may not contain nicotine.
- C. “Smokeless tobacco” means tobacco products that are used by means other than smoking and includes, but is not limited to, dipping tobacco, chewing tobacco, snuff, tobacco gum and dissolvable tobacco.
- D. “Smoking” means the act of lighting, inhaling, exhaling or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.
- E. “Tobacco product” means tobacco in any form, including, but not limited to, cigarettes, cigars and smokeless tobacco products defined above.
- F. “Vapor product” commonly known as an “electronic cigarette” means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor (that may or may not include nicotine) that is inhaled by the user of such product.

- G. "Vaping" means the act of inhaling vapor from a vapor product, as defined above.

III. POLICY PROVISIONS

- A. The use of tobacco products, vapor products, smokeless tobacco products and herbal tobacco products is not permitted in any City building at any time.
- B. Signs will be placed at entrances to all City buildings advising employees and visitors that the City maintains a tobacco and vapor-free environment.
- C. Smoking and vaping, as well as the use of smokeless tobacco products and herbal tobacco products, will be permitted in designated outdoor areas during lunch and breaks.
- D. Individuals are expected to make every effort to use ashtrays and not allow ashes, butts or other by-products to fall on benches or on the ground. Vapor product components and smokeless products should be placed in sealed opaque packaging and disposed of in garbage cans.
- E. The use of tobacco products, vapor products, smokeless tobacco products and herbal tobacco products is not permitted in any City owned or leased vehicle or equipment at any time.
- F. Employees are not permitted to use tobacco, smoking vapor, smokeless tobacco or herbal tobacco products while performing their work-related duties and will utilize the appropriate disposal practices referenced above.
- G. While in attendance at City-sponsored, off-site conferences and meetings, the use of tobacco products, vapor products, smokeless tobacco products and herbal tobacco products is permitted only in designated areas.

IV. APPROVAL



David W. Fitzhugh, City Manager

October 16, 2014

Date of Approval