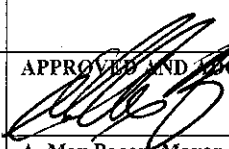

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: SMOKING/TOBACCO USE
	NUMBER: GEN 10-0	REVISIONS:	EFFECTIVE DATE: July 16, 2012
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date Eric Taylor, City Administrator, Date	

PURPOSE: The City recognizes that smoking and/or the use of tobacco products (including smokeless) can adversely affect the health of City employees, their families and those who are subject to secondhand smoke. This policy is intended, therefore, to help create a safe and healthy work environment for all employees and citizens.

STATEMENT OF POLICY

It is the policy of the City of Smyrna to comply with all applicable regulations regarding smoking in the work place and to provide a smoke-free work environment within all City owned buildings, facilities and vehicles to promote the well-being of City employees, citizens and those who do business with the city. Smoking and/or the use of tobacco products (including smokeless) is prohibited at all City buildings (inside and outside), at City sponsored events, in City-owned vehicles and equipment, and on all city property including sidewalks, parking lots and parks.

Tobacco use is defined as the use of tobacco leaves that may be smoked (in cigarettes, cigars and pipes), applied to the gums (as dipping and chewing tobacco), or inhaled (as snuff).

City department heads and supervisors are expected to strictly enforce the no smoking/no tobacco policy in all City buildings, facilities, vehicles and equipment.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

For any interested City employee, the Human Resources Department maintains information regarding the effects of smoking and smokeless tobacco and the availability of smoking cessation programs. This information is available to any City employee upon request.

The City may impose a surcharge to health insurance premiums for employees and/or covered spouses who utilize tobacco products.