

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES
Smoking Policy	E-10		February 2016	E-10: 2010

Prepared By:
Human Resources

Approved By: Harry Tyson
Deputy City Manager

1.0 Purpose

The City of Wilson is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. The following Smoking Policy shall apply to all employees of the City of Wilson.

2.0 Policy

It is the policy of the City of Wilson to prohibit smoking in all City-owned and leased buildings. This includes, but is not limited to cigarettes, cigars, pipes, electronic cigarettes or any similar items of this nature.

3.0 Scope

All City employees
All areas and/or buildings occupied by City employees
All vehicles owned or leased by the City
All contractor and consultants and/or their employees working on City premises
All visitors
All volunteers

4.1 Procedures

Smoking is permitted only in:

- Areas outside of City buildings where City installed ash trays are provided
- Single occupancy vehicles

We believe that the spirit of thoughtfulness and cooperation which is characteristic at the City of Wilson is adequate to resolve any disputes which might arise under this policy. However, any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other City rules.

All employees who are interested in participating in one of the Stop Smoking Programs offered by the City should contact the City Nurse at (252) 296-3452.