



## **CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES**

### **PROCEDURE(S): TOBACCO AND ELECTRONIC CIGARETTE POLICY**

**EFFECTIVE DATE: MAY 20, 2019**

**REVISION DATE(S):**

## **TOBACCO AND ELECTRONIC CIGARETTE POLICY**

The City of New Braunfels desires to conduct its operations with the utmost regard for the safety of its employees, its customers, and the public. One of the most valuable assets of the City of New Braunfels is its workforce. In recognition of that belief, the City promotes health, safety, and well-being of each individual and prohibits the use of tobacco and electronic cigarettes in all City-owned or leased buildings and in all City-owned or leased vehicles and motorized equipment. This policy provides for a smoke and tobacco free environment, including vapor/e-cigarettes, and applies to all City employees, visitors and customers of City buildings. Employees found to be in violation of this policy will be subject to disciplinary action.

- A. The City of New Braunfels is a smoke and tobacco-free employer. Employees, visitors and customers are prohibited from smoking or using tobacco products inside City buildings and City vehicles.
- B. Smoking or using tobacco products near the public entrances to City buildings conveys a negative impression of the City, and, therefore, employees shall refrain from smoking or using tobacco products adjacent to the public entrances to such buildings. Employees shall only smoke or use tobacco products in designated smoking areas upon City-owned property prior to or after their official work day, on their unpaid lunch break or on an authorized work break. In the absence of a designated smoking area, employees must refrain from using tobacco products within 25 feet of an entrance to a City facility.
- C. Employees shall refrain from smoking or using tobacco products in public areas where non-smokers must pass in order to enter a City building. Employees shall refrain from smoking or using tobacco products when dealing with or meeting with members of the public regardless of whether such meeting or dealing is on or off of City- owned property.