

**I. PURPOSE**

It is recognized that smoking can pose a health hazard to smokers and to non-smokers who breathe in smoke polluted air. In addition, smoking can also create a fire hazard. Although the City recognizes that the decision to smoke or not to smoke is a personal one, the City has a concern for the safety and health of all its employees and for this reason is instituting the policy below.

**II. POLICY**

Because of the overwhelming evidence that smoking is dangerous to a person's health, the City's policy is that Department Heads have the authority to designate the areas in each department where smoking may occur and may restrict smoking to the break and lunch periods during work hours.

Smoking is strictly prohibited at or around any data processing equipment.