



## **Policy 23 – Smoking Policy**

Smoking is prohibited in all buildings owned or leased by the utility, included but not limited to, the following:

### **Non - Smoking Areas:**

1. Smoking is prohibited inside any building owned or leased by the utility.
2. Smoking is prohibited in utility vehicles.
3. Smoking is prohibited within any non-enclosed area near the entrance to a utility building where smoke may infiltrated into the building. Smoking within 25 feet of these entrances is prohibited.
4. All property owned or leased by the utility.

*Appropriate signage indicating the prohibition of smoking shall be installed at every entrance to all buildings and in areas exterior of buildings where smoking is prohibited.*

### **Permitted Outdoor Smoking Areas:**

1. Open air patios, porches or decks.
2. Any area enclosed by garage type doors on one or more sides when all such doors are completely open.
3. Any area enclosed by tents or awnings with removable sides or vents when all such sides or vents are completely removed or open.
4. Any outdoor area not specifically designated a non-smoking area.

*In designated smoking areas outside of utility buildings, "Smoking Area: signage will be posted.*

### **Notification and Enforcement:**

1. All existing employees shall be notified of the smoking ban set forth in this policy. Each employee will be given a copy of this policy, and each

employee will be required to acknowledge the receipt of the policy in writing.

2. All prospective employees shall be notified of the smoking ban set forth in this policy. The utility's employment application will include a notice to applicants to inform applicants that smoking is not permitted except in designated areas of utility property. Each new employee will be given a copy of this policy, and each new employee will be required to acknowledge the receipt of the policy in writing.
3. The manager or his designee must inform anyone smoking in non-smoking areas of the utility that smoking is not allowed in non-smoking areas.
4. Enforcement of this policy shall be the responsibility of the manager.

**Violation:**

A violation of the provisions of this Smoking Policy will result in appropriate disciplinary action against an employee. In the event an employee's conduct violates the Act and results in a civil penalty being imposed upon the utility, its governing boards or its manager, the employee shall be required to reimburse the utility, its governing board or its manager, the amount of any civil penalty imposed.

**Adoption Date: February 1, 2008**

**Effective Date: February 1, 2008**