



ADMINISTRATIVE REGULATION

Effective Date: January 1, 1990

Administrative Regulation: 1-2

Revision Date: October 1, 2014

Supersedes: January 1, 1990

Approved By: Arthur A. Anselene

Subject: **Smoking Policy**

I. Purpose

The Town of Herndon is dedicated to providing its employees with a healthy, comfortable, and productive work environment. Smoking, as well as passive smoke, have been linked with health hazards. The purpose of this policy is to provide a smoke free environment for all town employees.

Designated outdoor smoking areas will be established where appropriate at each municipal building. Employees are expected to smoke only in the designated locations.

II. Policy

- A. The act of smoking or carrying a lighted or smoldering cigar, cigarillo, cigarette, e-cigarette or pipe of any kind shall be prohibited in all buildings to include leased buildings under the Town Manager's control. No smoking is permitted in town vehicles.
 - B. When demand warrants, the town will sponsor smoking cessation programs. Employees may take advantage of programs offered by the EAP and healthcare providers.
 - C. The town will have no smoking signs posted at all facilities.
 - D. All applicants for employment will be informed of this policy by means of advertisement or announcements. All new employees will receive a copy of this policy during their orientation.
 - E. Violation of the policy will be handled as any other town disciplinary matter.
 - F. Employee smoking while at work at any outdoor event shall occur only when on designated breaks and then only out of the view of the general public
 - G. Employee smoking while at work shall only occur when on designated breaks and then only when more than 25 feet from an outdoor work area, door or public access way.
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- H. For employees who choose to smoke during their shift, each smoking break shall be required to comply with all of the above regulations. Each smoke break will constitute a five minute portion off their allotted break or lunch period.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers alike. All employees share in the responsibility for complying with the policy.



Arthur A. Anselene
Town Manager