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CITY OF GREENVILLE

POLICY NO: HR-21 DATE: September 3, 2009

SUBJECT: Tobacco-Free Work Environment

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APPROVALS:

City Manager

City Attorney

Human Resources Director

I. Purpose

The purpose of this policy is to define the City's requirements regarding work-site tobacco usage.

II. Applicability

This policy applies to all City of Greenville employees, elected officials, appointed officials, suppliers, and visitors to the City's offices/operations.

III. Definitions

- **Smoking**: The lighting or carrying of any lighted cigarette, cigar, pipe or similar device.
- **Tobacco**: The leaves and stems of the tobacco plant after curing and any product made from tobacco, e.g., cigarettes, cigars, pipe tobacco, and chewing tobacco.
- **Tobacco Use:** The bodily utilization in any form of tobacco or tobacco products, including the smoking and chewing of tobacco. The same definition applies to the phrase "use of tobacco products."

IV. Policy

City management has the responsibility to assist all employees in maintaining good health by providing a healthy work environment. Smoking can cause preventable health conditions like cancer, emphysema, and heart disease. The Surgeon General's Report of 2006 has held that the effects of secondary smoke is harmful to those who do not smoke. This report is in addition to the December 1992 report of the Environmental Protection Agency on "Respiratory Health Effects and Other Disorders." City management has further taken account of the harmful effect of the careless use of tobacco products upon city owned property. In November 2006, City Council voted to ban smoking in public places in an effort to improve quality of life in the City. Therefore, it is the policy of the City of Greenville to prohibit tobacco use in all City-owned and occupied buildings/facilities, and in all City-owned vehicles.

V. Procedures

A. Tobacco Use

1. Use of tobacco products of any kind is prohibited in all City-owned, employee occupied buildings. (City-owned buildings leased to third parties are exempt from this policy but are covered by the City's Smoking Ordinance.)
2. Use of tobacco products of any kind is prohibited in all City-owned vehicles.

B. Notices

No smoking signs are to be prominently displayed in all City buildings and City vehicles. Failure to post them is a violation of City policy in that the constant reminder of City policy is part of supervisor's responsibility.

C. Tobacco Use Areas

In order to prevent the possible re-entry of pollutants into any City buildings, tobacco products of any kind may not be used even on the exterior of buildings within twenty-five (25) feet of any entrance/exit of the buildings. Should the buildings have attached parking structures, or detached parking structures where such pollutants may re-enter the buildings, tobacco products of any kind may not be used even on the exterior within ten (10) feet of the entrance/exit to the parking structures. The Human Resources Director will issue guidelines and designate smoking/tobacco use areas at each building occupied by City employees.

D. Tobacco Use Cessation Assistance

The City encourages all employees who use some form of tobacco products to seek appropriate assistance to eliminate the habit and/or dependency on tobacco products. South Carolina Department of Health and Environmental Control (SC DHEC) offers a free phone smoking cessation service called "Quit for Keeps." The SC DHEC's Tobacco Quitline number is 1-800-QUIT-NOW (784-8669). Employees can talk directly to a trained tobacco treatment specialist who will assist them in their efforts to quit smoking. The Quit for Keeps hours are 8:00 a.m. until midnight, 7 days per week. Additional information on smoking cessation is posted on the City Net under Health & Wellness or on the website www.scdhec.gov/QUITFORKEEPS.

Many local agencies or organizations offer programs to assist tobacco users with ending tobacco use. Any employee interested in pursuing such a program is encouraged to contact the Employee Health Center to receive information on other cessation programs in the community.

E. Procedure for Filing a Smoking Complaint

City of Greenville supervisors, employees, and the general public have the right to file a complaint with their Department or his/her designee requesting a cessation of smoking by an employee of the City if the following are true:

- The activity occurred in an undesignated place for smoking, or
- The activity occurred in an office where the public has probable access, or
- The activity occurred in a City-owned, leased, or rented buildings, or
- The activity occurred in a City vehicle.

When a complaint is filed, the reported employee should be instructed to immediately refrain from smoking in any undesignated areas or public common place. The name (s) of the complainant (s) should be kept confidential. Public complainants should be notified as to the resolution of the issue.

F. Enforcement

Violation of this policy is a serious offense. Any willful violation of this policy may result in disciplinary action up to and including termination. Once an employee has accumulated more than one unintentional violation, disciplinary action is also appropriate. If disciplinary action becomes necessary, the Department Director or his/her designee will notify the Human Resources Director who is responsible for the administration of this policy.