

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.7

Subject: Smoking

Effective Date: May 21, 2015

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to provide guidelines for compliance with the City ordinance prohibiting smoking and to limit smoking during work hours to an employee's break or lunch period only.

II. DEFINITIONS

Smoking includes the use of traditional or conventional smoking products including electronic cigarettes, pipes, cigars, and other related smoking devices.

Worksite refers to a place in which work is performed or assigned.

III. RULES/PROCEDURES

- A. Smoking is prohibited in any indoor enclosed facility owned or leased by the City of Beaumont.
- B. Smoking is prohibited in any City-owned or leased vehicle at any time.
- C. Smoking is prohibited while operating any City-owned or leased equipment at any time (including, for example, a backhoe, tractor, or other heavy equipment).
- D. Smoking is prohibited on or at worksites.
- E. Violation of this policy will result in appropriate disciplinary action.
- F. For City employees, smoking is prohibited within a distance of 40 feet from any point of City Hall or the Municipal Court building.