



| <b>EMPLOYEE MANUAL</b>                         |                              |
|--|------------------------------|
| Title: <b>SMOKING AND TOBACCO PROHIBITIONS</b> |                              |
| Policy No.: 31.0                               | Section Nos.: 31.0 – 31.4    |
| Approval Date:                                 | Effective Date: January 2018 |
| Approved By: Board of Directors                |                              |

## **31.0 SMOKING AND TOBACCO PROHIBITIONS**

### **31.1 Smoking and Tobacco Prohibitions Policy**

Employees are prohibited from smoking in all buildings, structures, facilities, establishments, conference rooms, trailers, meeting areas, hallways, lobbies, storage room, shops, garages, bays, shelters, vehicles, job sites, and equipment that are rented, leased, owned, or operated by the Agency. In conformity with California Government Code section 7597, no smoking shall be allowed on any main entrance, exit, or window of any Agency building. The term “smoking” as used in this policy includes use of any inhalable product, whether made inhalable by burning, vaporization, or any other means. This policy prohibits use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizer, regardless of the substance being inhaled, including but not limited to any marijuana-based product whether or not obtained by a prescription. This policy excludes medically prescribed inhalers required to treat illnesses (i.e. inhalers used for asthma). Smoking shall also be prohibited within fifty (50) feet of all confined spaces (i.e., sewer manholes, sewer lift stations, vaults, reservoirs, etc.).

### **31.2 Posting**

The Agency facilities shall post “No Smoking” signs that are legible and clearly visible.

### **31.3 Vehicles and Equipment**

Smoking is prohibited in Agency vehicles and equipment. This policy shall apply to all Agency employees, associates, visitors, or any passengers in Agency vehicles or equipment.

### **31.4 Responsibilities**

It shall be the responsibility of the employees to follow this policy. Failure to do so will result in disciplinary action up to and including termination.