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**Policy: 2021001**

**Date in Effect: 03/04/2005**

**Latest Revision: 05/28/2021**

## **TOBACCO/VAPING PRODUCTS USE POLICY**

The City of Findlay "City" is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of the City.

### **POLICY**

It is the policy of the City to prohibit the use of tobacco products, smoking and vaping on all City premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Tobacco use includes products that can be inhaled, chewed, or otherwise taken into the system orally. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

### **SCOPE**

This policy applies to:

- All areas of buildings occupied by City employees.
- All City-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the City.
- All City employees (including seasonal, temporary and interns)
- All visitors (customers and vendors) to City premises.
- All contractors and consultants and/or their employees working on City premises.

Tobacco use/Smoking/Vaping is prohibited:

- Inside any City building
- In front of or near any City building's main entrance
- In any City owned or leased vehicle or while operating any piece of City equipment - whether owned or leased
- Any area in which management has designated as a no tobacco/vaping use area

Tobacco use/Smoking/Vaping is permitted:

- Designated areas at least 20 feet from any City owned building or property.



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**TOBACCO CESSATION**

The City encourages any employee who wishes to stop using tobacco products to take advantage of the Tobacco Cessation program offered to all City employees. The Tobacco Cessation program is covered with no cost sharing as a Standard Preventative Care benefit if provided by in-network providers. Contact the Auditor's Office for more information.

**ENFORCEMENT**

Complaints about the application of and adherence to this policy should be brought to the attention of the Human Resources Director or department management for resolution. Employees that violate this policy may be subject to disciplinary action.

Director of Law Review 

Human Resources Director 

Mayor 