

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> <b>SMOKING POLICY</b>	<u>Regulation No:</u> 1.1	<u>Effective Date:</u> December 15, 2018
	Supersedes: January 27, 2012	

**I. PURPOSE**

The purpose of this regulation is to establish a policy on the use of tobacco products in all Town buildings, vehicles and equipment. Because the Town of Vienna (the “Town”) recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco and nicotine vapor, it is the policy of the Town to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products in any Town owned or leased vehicle or equipment and in all municipal buildings or areas not designated or defined by this policy.

**II. POLICY**

- A. The Town of Vienna prohibits the use of tobacco products, including smoking, vaping, and the use of any oral tobacco products in all municipal buildings.
  - 1. More specifically, smoking, vaping, using tobacco pipes, e-cigarettes, hookah pipes, snuff, dip, or chewing tobacco, etc., are banned within 20 feet of all Town buildings.
    - a. Tobacco-use areas will be designated by the department head at each location, but will not be located in any enclosed space or within 20 feet from a Town facility. The Town Manager will designate an area for Town Hall.
    - b. The Town Manager may designate other smoking areas or disallow current locations.
    - c. The terms “smoking” and “smoker” are broadly used in this policy to include the use and user of any tobacco or nicotine-based product.
  - 2. This prohibition includes the carrying of a lighted or smoldering cigar, cigarette, pipe, vaping appliance, e-cigarette, hookah pipe, snuff, dip, or chewing tobacco, etc., or any other type of smoking material or the use of any other type of tobacco or nicotine-based products.
  - 3. For smokers pursuant to this policy, all used smoking materials are to be disposed of in appropriate receptacles or field stripped, if cigarettes or cigars. Littering is not allowed.
- B. The use of any tobacco or nicotine-based product in any Town vehicle or equipment is prohibited.


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- C. Smokers may be allowed a reasonable “short” breaks (of no more than 10 minutes) for the use of tobacco or nicotine-based products without loss of pay. These short breaks should not negatively impact the operations of a workgroup. Abuse of this privilege may result in corrective action.
- D. A “smoking” break of longer than 10 minutes will be considered a rest break and may be deducted from the lunch hour, which consists of 30 minutes of employer-paid time.
- E. The use of tobacco products or nicotine-based products by an employee while at work at any outdoor event shall occur only when on a permitted “short” or other break and then only out of the view of, and impact to, the general public and co-workers.
- F. The use of tobacco products or nicotine-based products while at work at an outdoor worksite may only occur when on a permitted “short” or other break and then only when more than 20 feet from the work area.
- G. For employees who choose to use tobacco products or nicotine-based products during their shift, each break will be required to comply with all of the above regulations.
- H. To encourage employees to discontinue this harmful habit, the Town provides a generous monetary incentive for cessation and will assist employees in locating a cessation program and providing materials. Details may be found in A.R. 2.28, Section I.
- I. Employees who fail to comply with this policy may be subject to corrective action, up to and including dismissal from the Town’s employment.

**III. APPLICABLE DOCUMENTS**

None

<b>Signature of Town Manager:</b>	<b>Date:</b>
	December 15, 2018