



**PERSONNEL POLICY ADDITION
WORKPLACE NO SMOKING POLICY
ARTICLE V. SECTION 13
*Adopted May 13, 2024***

DEFINITIONS

The following terms shall have the meanings indicated:

Town Building – A building owned, leased as lessor, or the area leased as lessee and occupied by a local government.

Town Vehicle – A passenger-carrying vehicle owned, leased, or otherwise controlled by the Town and assigned permanently or temporarily by the Town to employees, agencies, institutions, or facilities for official city business.

Employee – A person who is employed by the Town, Contracts with the Town, or Volunteers his or her services for the Town.

Grounds – An unenclosed area owned, leased, or occupied by local government.

Smoking – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

SMOKING PROHIBITED IN MUNICIPAL BUILDINGS

Smoking shall be prohibited in Town buildings or facilities now or hereafter owned, leased, operated, occupied, managed, or controlled by the Town. This applies to all employees, volunteers, clients, contractors, and visitors.

SMOKING PROHIBITED IN MUNICIPAL VEHICLES

Smoking shall be prohibited in Town vehicles now or hereafter owned or leased by the Town. This shall apply to all employees and passengers in Town vehicles.

IMPLEMENTATION

“No Smoking” signs shall be clearly posted in conspicuous areas of all Town buildings and vehicles. The signs shall state that “smoking is prohibited” and may include the international “No Smoking” symbol, which consists of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it. If the vehicle is used for undercover law enforcement operations, a sign is not required to be placed in the vehicle. Smoking shall be outside and away from all public entrances to maintain positive perception and consideration of non-smokers. All smoking materials shall be disposed of in the appropriate receptacles.

ENFORCEMENT

Any violation of the provisions of this section shall be subject to disciplinary action up to and including dismissal.

CONFLICT OF LAWS

If any portion of this section or the enforcement thereof is found to be pre-empted by state or federal law, such pre-emption shall not operate to invalidate the rest of the section and the same shall remain in full force and effect. All policies or parts of policies in conflict with this section are hereby repealed.



**TOWN OF LANDIS EMPLOYEE
ACKNOWLEDGMENT OF WORKPLACE NO SMOKING POLICY
ARTICLE V. SECTION 13
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PRINCIPLES

This Workplace No Smoking Policy is intended to:

- Protect everyone against the effects of secondhand smoke.
- Promote health in the workforce.
- Support those who would like to quit smoking.
- Maintain a sanitary work environment.
- Comply with Town Policy.

BACKGROUND

Breathing secondhand smoke leads to:

- A 25-30% increased risk of developing coronary heart disease.
- A 20-30% increased risk of stroke.
- A 20-30% increased risk of developing lung cancer.
- Cause or trigger asthma as well as many other illnesses and minor conditions.

Reference:

Centers for Disease Control and Prevention. [Health Problems Caused by Secondhand Smoke](#). Centers for Disease Control and Prevention; 2024.

ACKNOWLEDGEMENT

By my signature below, I, _____, acknowledge that I have been provided a copy of the Town of Landis's WORKPLACE NO SMOKING POLICY and I agree to abide by the terms and conditions outlined in said Policy.

I understand that failure to abide by the terms and conditions outlined in the WORKPLACE NO SMOKING POLICY could lead to disciplinary action being taken against me, up to and including termination of employment.

Furthermore, I understand that a copy of this acknowledgment will be included in my Personnel file.

Name: _____ Job Title: _____

Signature: _____ Date: _____

HR USE ONLY

Reviewed By: _____ Job Title: _____

Date: _____