



TOBACCO USE

I. PURPOSE

To promote the health and safety of our employees as well as our customers.

II. SCOPE

This policy applies to all City employees and visitors to City buildings.

III. POLICY

The City of Georgetown is a tobacco-free work place. Employees are prohibited from using any form of tobacco product while on duty except for designated break periods. Employees and visitors are prohibited from smoking or using any form of tobacco product inside City buildings, enclosed walkways and City vehicles.

While on break, employees should refrain from smoking or using any form of tobacco product in public areas where the public and/or employees must walk through to enter a City building (i.e. right outside a door of a City building.)

IV. PROCEDURES

1. Smoking may not occur in City buildings or vehicles or within 15 feet of a public doorway or entrance.
2. Proper receptacles must be used in the disposal of tobacco wastes.