



# ADMINISTRATIVE PROCEDURE

**SUBJECT: SMOKE FREE WORKPLACE**

**NO. AP HR 11.0**

This procedure is to provide a healthy, smoke free environment for employees and visitors to City facilities.

## **II. SCOPE**

This procedure applies to all City employees, buildings, city-sponsored off-site conferences and meetings, vehicles or equipment owned or leased by the City, visitors (customers and vendors) to City premises, contractors and consultants and/or their employees working on City premises, and temporary employees and student interns.

Smoking is defined as the act of lighting, inhaling and/or exhaling smoke or vapor or carrying and activated e-cigarette or vaporizer (vape) pen or lighted or smoldering cigar, cigarette, pipe or other smoking paraphernalia of any kind.

The use of smokeless tobacco is prohibited while employees are conducting City business with other employees, citizens, contractors, and interaction with the public, including special events.

## **III. PROCEDURE**

The City of Corpus Christi prohibits smoking and the use of smokeless tobacco anywhere on City property at any time, other than at designated smoking areas. The definition of City property for the purpose of this procedure includes all land, buildings, structures, parking lots and vehicles or equipment owned by or leased to the City, and any area, including customer property, where a staff member is engaged in City business.

Smoking and the use of smokeless tobacco is allowed in designated smoking areas only. These locations are clearly marked as approved smoking areas. The City Manager designates smoking areas at City Hall. Department heads are responsible for designating smoking areas at work locations under their direction. Designated smoking areas should be placed such that there is no impact to the appearance of the site or individuals using common access ways, such as building entrances and exits.

Employees who smoke may, to the same extent as other employees, take breaks from the work period, as allowed by the department. Supervisors will monitor such break time and address through discipline those cases which become excessive.