



SMOKING AND TOBACCO USE POLICY

For the purposes of this policy tobacco, tobacco products and tobacco use includes, but is not limited to: chewing tobacco, smoke-less tobacco, smoking tobacco/cigarette/cigars, snuff, inhalants, electronic cigarettes/cigars, battery operated cigarettes/cigars, pipes, vapor cigarettes/cigars, and any other actual or substitute substance or apparatus that is or can be perceived as a form of tobacco and or tobacco use.

It is the intent of the City of Vicksburg (COV) to comply with all applicable federal, state, and local regulations regarding smoking and tobacco use in the workplace and to provide a work environment that promotes productivity and the well-being of all of our employees. The COV recognizes that tobacco use in the workplace can adversely affect employees. Accordingly, it is restricted at all and in all of our facilities and vehicles.

Although, tobacco use is prohibited in all COV facilities and vehicles it is allowed in specifically authorized locations. Division Heads, Department Heads, Supervisors, Assistant Supervisors, Foremen, and the like, are responsible for implementing and monitoring tobacco use regulations and will enforce such regulations. This tobacco use policy applies to all employees during working time and to customers, vendors and visitors while on City premises.

Employees are expected to exercise common courtesy and to respect the sensitivities of coworkers with regard to this policy. Tobacco users have a special obligation to keep tobacco areas litter-free and to only use in designated places while on breaks. This policy does not authorize additional, un-punched, breaks for the sole purpose of tobacco use. Employees are reminded to abide by the Breaks Policy. Complaints about tobacco use issues should be resolved at the lowest level possible. Employees who violate this policy will be subject to disciplinary actions.

The COV does not discriminate against individuals on the basis of their use of legal products during non-working time. This policy shall be applicable to all employees, customers, vendors and visitors. Violators will be subject to an action by the Board, according to the status of violator. Employees will be subject to Disciplinary Action.

This policy supercedes the Smoking Policy revision November 10, 2004.

Department Heads/Supervisors are responsible for monitoring and Division Heads are responsible for enforcing this policy.

Mayor George Flaggs

Alderman Michael A. Mayfield.

Alderman Alex J. Monsour,