


APPROVED



TOBACCO USE AND SMOKEFREE WORKPLACE POLICY

I. GENERAL

This policy establishes control and directions for using tobacco products in Borough owned or leased facilities or vehicles.

II. PURPOSE

The purpose is to protect the health and welfare of employees and the general public who conduct business in Borough owned or leased facilities and vehicles.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. Tobacco product use is not permitted in any Borough owned or leased facility or vehicle. Borough facilities and vehicles will be posted as non-smoking areas.
- B. "Smoking" means using an e-cigarette or other oral smoking device or inhaling, exhaling, burning, or carrying a lighted or heated cigar, cigarette, pipe, or tobacco or plant product intended for inhalation. Restricted Smoking Areas: Individuals may not smoke outdoors:
 - 1. Within 20 feet of an open window or heating or ventilation system air intake vent.
 - 2. Within 10 feet from playground equipment located at a public or private school or a state or municipal park while children are present.
 - 3. In a seating area for an outdoor arena, stadium or amphitheater.
 - 4. Within 50 feet from natural gas line hookups.
 - 5. Any designated outdoors smoke free area (grounds or property) as approved by the Mayor and properly posted.
- C. Non-compliance –
 - 1. Failure by any employee to obey the tobacco use policy shall be considered failure to follow instructions and may result in disciplinary action.
 - 2. Failure by a manager or director to enforce this tobacco use policy shall be deemed unsatisfactory performance and treated as such.

V. PROCEDURE

A. None.

VI. SUPPLEMENTAL INFORMATION

A. References –

1. Alaska Statute 18.35.300, 18.35.301, and 18.35.399
2. FNSB Resolution 81-31

B. Definitions –

1. Facility: An enclosed area means space between a floor and a ceiling that is bound on two or more sides by a combination of walls, doorways, windows or other physical barriers that may open, partially open, closed, retractable, temporary or permanent, as defined by AS 18.35.399.

2. Tobacco Product:

- a) cigarette;
- b) e-cigarette;
- c) cigar;
- d) a cheroot;
- e) a stogie;
- f) a perique;
- g) snuff and snuff flour;
- h) smoking tobacco, including granulated, plug-cut, crimp-cut, ready-rubbed, and any form of tobacco suitable for smoking in a pipe or cigarette;
- i) chewing tobacco, including cavendish, twist, plug, scrap, and tobacco suitable for chewing; or
- j) an article or product made of tobacco or a tobacco substitute, excluding appropriate use of FDA accepted smoking cessation aids.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
02.00.03	8/1/85
55.02	5/13/88
85.03	3/3/04
85.03	4/6/14