

CITY OF SANTA CLARITA		POLICY/PROCEDURE
NUMBER III-10.1		SUBJECT
ORIGINAL ISSUE December, 1991	EFFECTIVE July, 1989	SMOKE-FREE WORKPLACE
CURRENT ISSUE: Jan. 1, 2004	EFFECTIVE Jan. 1, 2004	CATEGORY
SUPERSEDES III.10		HUMAN RESOURCES
RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE		

### STANDARD MANAGEMENT PROCEDURE

#### I. PURPOSE

This policy is designed to foster the health and safety of all employees in the conduct of city business.

Smoking poses a significant risk to the health of the smoker, and even a nonsmoker. It can damage sensitive technical equipment and can be a safety hazard. In sufficient concentrations, sidestream smoke can be annoying and sometimes hazardous to non-smokers in the work environment. The hazards range from immediate adverse reactions (irritation of the eyes, nose and throat, headaches, and breathing discomfort) to long-term serious effects: non-smokers exposed to tobacco smoke can develop the same illnesses as smokers, including cancer and heart disease.

#### II. POLICY

It is the policy of City of Santa Clarita to respect the rights of both the non-smoker and the smoker in City buildings and facilities.

When these rights conflict, management and city employees should endeavor to find reasonable accommodations. When such accommodations are not possible, the rights of the non-smoker will prevail.

It is the policy of the City of Santa Clarita that smoking is not permitted within City Hall or any of its outbuildings or satellite offices. Smoking is also not permitted in City vehicles. Smoking is permitted only in areas designated outside City facilities.

#### III. VIOLATIONS

Employees who violate this policy will be subject as provided for in the Personnel Rules.

IV. EXCEPTIONS

There are no exceptions to this policy without City Manager approval.

V. AUTHORITY

By the authority of the City Manager.



Ken R. Pulskamp  
City Manager

policies/III-10.1 Smoke Free