

The purpose of this policy is to comply with the State of Maryland requirements on smoking in the workplace and to promote the safety and well being of all City employees by limiting smoking within and around City facilities.

There will be no smoking in the following areas:

- ▶ Inside all City owned or operated facilities where City employees work. This includes all private offices, meeting rooms, lunch rooms, common work spaces, garage bays, store rooms, rest rooms, hallways, foyers and open areas.
- ▶ City vehicles that may be utilized by more than one person during the day. This includes police cruisers, departmental pool cars and light trucks, dump trucks and fire apparatus and vehicles.

Smoking will be permitted in the following areas:

- ▶ City vehicles that are never occupied by more than one person (individually assigned vehicles).
- ▶ Out of doors on grounds adjacent to City facilities.
- ▶ Outside work locations and outdoor job sites.

Employees who work indoors who must smoke, must do so outside of City buildings. It is management's responsibility to enforce this policy and minimize any disruptions resulting from its enforcement.

Questions regarding areas not explicitly mentioned in this policy should be referred to the Department Manager. The Department Manager and Personnel Manager shall then classify the area as either smoking or non-smoking.

The City will sponsor periodic smoking cessation programs which will be open to all City employees and family members.