

Section 1: PURPOSE

The purpose of this policy is to establish and maintain a smoke free work place to protect the health and welfare of City of Manteca ("City") employees in enclosed places of employment, including municipal buildings and vehicles.

Section 2: POLICY

Smoking is prohibited in all enclosed places of City employment, enclosed areas of municipal buildings and in City owned vehicles. Smoking shall be permitted in designated smoking areas only. Designated smoking areas shall be established by Department Managers and the City Manager or designee.

Section 3: DEFINITIONS

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted pipe, cigar, cigarette of any kind, or any other combustible substance in any manner or in any form. Smoking includes the use of an electronic smoking device that creates aerosol or vapor in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- B. "Place of Employment" means any enclosed area under the control of the employer that employees normally frequent during the course of employment, including, but not limited to, work areas, employee break rooms and restrooms, conference and meeting rooms, hallways, kitchens, shop areas and any City owned and operated vehicles.
- C. "Enclosed area" means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extends from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, "office landscaping" or similar structures.
- D. "Municipal buildings" applies to buildings which are owned by or leased by the City.
- E. "Vehicles" shall include any and all motorized equipment.

Section 4: POSTING OF SIGNS

Appropriate signs shall be clearly and prominently posted in every City building or other public place where smoking is regulated. Where smoking is prohibited throughout the building or structure, a sign stating “No Smoking” shall be posted at each entrance to the building or structure. Where smoking is permitted in designated areas of the building or structure, a sign stating “Smoking is prohibited except in designated areas” shall be posted at each entrance to the building or structure.