

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section E: **EMPLOYEE RELATIONS**
No. 12: **Use of Nicotine and/or Tobacco Products**
Revised and Approved: **04/08/22**

1.0 Purpose:

The use of nicotine products is prohibited on all city owned or operated facilities, grounds, vehicles, and work sites.

2.0 Scope:

This policy applies to all city employees, temporaries, contractors, and volunteers.

3.0 Definition:

- 3.1 The term "**nicotine and/or tobacco product**" means any product made or derived from tobacco, or which includes any form or perceived form of nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco (dip/chew), and any electronic nicotine delivery devices such as electronic cigarettes and vapor cigarettes.
- 3.2 The term "**city operated facilities and buildings**" includes all buildings, parking lots, grounds and work sites, including areas such as walkways between buildings, sidewalks, etc. attached or surrounding the city facilities and buildings.
- 3.3 The term "**city vehicles and motorized equipment**" includes all city owned automobiles and/or motorcycles, and any mobile equipment such as backhoes, tractors, dump trucks, riding lawnmowers, etc.

4.0 Policies:

- 4.1 The use of all tobacco products is prohibited inside, on or around any city operated facilities and buildings as defined herein or when operating city vehicles and/or motorized equipment.
- 4.2 Use of tobacco products are not allowed around or within a hazardous range of flammable liquids or highly volatile substances.
- 4.3 The city owns some venues for recreational use such as the Uptown Theatre, Quick Trip Park, etc. that is utilized by the public. Employees who may be asked to work routinely or on occasion at those sites remain under obligations of this policy while performing work duties as employees of the city. Variances to this policy for specific city owned or operated recreational venues, as far as the public use is concerned, may be allowed as sure as it is compliant with city ordinance.
- 4.4 Managers of their respective departments/divisions are responsible for seeing that employees in their areas comply with this policy.
- 4.5 Employees who are in violation of this policy may have disciplinary action taken against them, up to and including termination.
- 4.6 Employee's with questions, concerns and/or complaints about the use of nicotine/tobacco products should work through their chain of command and then through Human Resources, if necessary.

5.0 Appendices: None