


CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 86-04	DATE: 12/17/86
REVISIONS: 1/17/91; 5/15/06; 4/1/13	
ISSUED BY: City Manager	SIGNED: 

SUBJECT: NO SMOKING IN CITY BUILDINGS AND VEHICLES

PURPOSE: To define the City's implementation of a smoke free work environment.

POLICY:

1. Smoking is prohibited in any City owned or leased vehicle. Smoking is prohibited in any City owned or leased buildings. Smoking near or around windows and ventilation, ingress and egress points to City owned or leased buildings shall be handled on a case-by-case basis if complaints regarding exposure to second hand smoke are received by the City or the Central Safety Committee.
2. All employees must adhere to the City's Clean Indoor Air Ordinance 2006-71. Additional restrictions may apply to protect the rights of the non-smoker.
3. Persons observing a violation of this policy should bring it to the attention of their supervisor or to the Central Safety Committee. The right of the nonsmoker to protect his/her health and comfort will prevail over an employee's desire to smoke.
4. Supervisors or the Central Safety Committee receiving a complaint will investigate and take action to resolve the issue as soon as possible.
5. Persons found to have violated the policy shall be subject to appropriate disciplinary action.
6. The City Manager or his/her designee shall be the final City deciding authority on enforcement of this policy. For City staff or contractor violations, the designees shall be the Labor Relations Manager and the Risk Manager; for public violations, the designees shall be Code Enforcement officials and the City Attorney.