



## **TOBACCO USE**

### **I. PURPOSE**

To promote the health and safety of our employees as well as our customers.

### **II. SCOPE**

This policy applies to all City employees and visitors to City buildings.

### **III. POLICY**

The City of Georgetown is a tobacco-free work place. Employees are prohibited from using any form of tobacco product while on duty except for designated break periods. Employees and visitors are prohibited from smoking or using any form of tobacco product inside City buildings, enclosed walkways and City vehicles.

While on break, employees should refrain from smoking or using any form of tobacco product in public areas where the public and/or employees must walk through to enter a City building (i.e. right outside a door of a City building.)