

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 17 REFERENCING ARTICLE 25 OF THE HUMAN RESOURCES MANUAL
AMENDED 7-10-2012

A RULE PERTAINING TO **EMPLOYEE TOBACCO FREE POLICY**

Section 1. General

This policy states City of Branson's position on employee usage of tobacco products while on regular paid time, and the expectations of staff. All City of Branson employees are expected to assist with communicating this policy and the efforts to enforce a tobacco free environment. Communication should be in a manner that is courteous, respectful and diplomatic.

Section 2. Purpose

The City of Branson is committed to providing a healthy environment for our employees, customers, and visitors. As such, the City of Branson will strive to provide a work environment that offers the opportunity and resources to optimize personal health and well-being. In accordance with our mission and the convincing evidence of the negative effects of tobacco use, it is the intent of Administration that the City of Branson will maintain an Employee Tobacco Free Policy.

Medical and scientific authorities worldwide, including the U.S. Surgeon General, American Heart Association, American Cancer Society and the EPA, have concluded that tobacco use poses a serious risk to the health of both users and nonsmokers. It is particularly harmful to people who already suffer from respiratory disease, heart disease or allergies. Smoking also threatens safety. It is associated with increased automobile and workplace accidents. As an employer, it is our responsibility to address known hazards to our employees, and to create a healthful, safe and comfortable environment.

Section 3. Policy

Effective January 1, 2011, City of Branson employees will not be allowed to utilize tobacco products at all while on regular paid time. This does include smokeless tobacco products.

Section 4. Compliance and Resources

Employees are expected to comply with the Employee Tobacco Free Policy. The City recognizes the importance of supporting their employees in a tobacco-free environment. Employees who utilize tobacco products are not required or expected to quit utilizing tobacco products, however they are expected to abide by the policy.

*Resources available for employees:

- Tobacco cessation counseling and behavioral therapy
- Social support from staff
- Education on relaxation techniques

*Specific information on phone numbers, times and locations can be obtained from Human Resources.

Section 5. Disciplinary Action

The City will be consistent in administering this policy. Management and supervisory staff will be responsible for ensuring ongoing compliance with the Employee Tobacco Free policy within their work areas. Violations of the Employee Tobacco Free policy will be subject to the standard disciplinary actions of the City, as described in Administration Rule # 4 of this Human Resources Manual.