



**Administrative Regulations
Office of the Mayor**

Title: SMOKING POLICY

A.R. Number: 5.4 Effective Date: 2/1/2007 Page: 1 of 1

Supersedes: Smoking Policy A.R.: 5.4 DATED: 9/1/2000

I. POLICY

It is the policy of the City of Richmond to enforce the State legislation and provide specific guidelines that comply with the Virginia Indoor Clean Air Act.

This policy applies to all facilities and areas owned, operated or leased by the City of Richmond. It applies to all city employees, individuals contracted to provide services to the City and visitors within City-controlled facilities and areas.

II. PROCEDURE

Smoking is defined by this policy as the carrying or holding of any lighted cigar, pipe, or cigarette of any kind.

- A. Smoking is prohibited in:
 - 1. All entrances and exits to publicly owned or leased buildings.
 - 2. The interior, including vestibules, of all buildings owned, operated, or leased by the City.
- B. Smoking is only allowed in designated smoking areas of all city facilities.

III. RESPONSIBILITIES

- A. Managers/Supervisors
 - 1. Ensure that employees comply with these guidelines.
 - 2. Allow an employee breaks in accordance with a clearly defined procedure.
 - 3. Exercise sound and reasonable judgment in enforcing this policy.
- B. Employees

All employees are required to follow the procedures outlined in this policy. Employees who believe that this policy is being violated may report such violations to their immediate supervisors.

Failure to adhere to the policy may result in disciplinary action. Certain violations which constitute a safety hazard will be addressed firmly and immediately.

IV. AUTHORITY

Code of Virginia, Title 15.1, Chapter 8.1, Sections 15.1-291.1 through 15.1-291.11 (Virginia Indoor Clean Air Act)

V. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

APPROVED:

MAYOR