

City of Lawrence
Administrative Policy

SUBJECT Policy for a Smoke Free Workplace	APPLIES TO All City Employees
EFFECTIVE DATE July 1, 2004	POLICY NUMBER 96
APPROVED BY City Manager	TOTAL PAGES 1

1.0 **Purpose**

To provide for a smoke free workplace per City Ordinance No. 7782.

2.0 **Policy**

Smoking shall be prohibited in all enclosed facilities within our place of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities.

3.0 **Procedure**

Copies of this policy shall be distributed to all employees. Signs shall be posted at all building entrances.