

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 17 REFERENCING ARTICLE 25 OF THE HUMAN RESOURCES MANUAL
AMENDED 7-10-2012, 5-28-2019

A RULE PERTAINING TO **EMPLOYEE NICOTINE FREE WORKPLACE POLICY**

Section 1. General

This policy states City of Branson's position on employee usage of nicotine products while on regular paid time, and the expectations of staff. This includes cigarettes, cigars, chewing tobacco, "snuff", vaping and all nicotine delivery systems. 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.

Please note this prohibition against nicotine in the workplace does not include pre-disclosed Nicotine Replacement Therapy (NRT) products prescribed from a certified health care professional in an effort to assist the employee in nicotine cessation efforts.

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 and nicotine, it is the intent of Administration that the City of Branson will maintain an Employee Nicotine Free Workplace 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, and nicotine delivery systems, poses a serious risks to the health of both users and their bystanders. It is particularly harmful to people who already suffer from respiratory diseases, heart disease or allergies. It also threatens safety. Smoking is associated with increased automobile and workplace accidents. As an employer, it is the City's responsibility to address known hazards to its employees, and to promote a healthful, safe and comfortable environment.

Section 3. Policy

City of Branson employees will not be allowed to utilize nicotine products at all while on regular paid time. This includes smokeless tobacco products, vaping and all nicotine delivery systems other than NRTs. Also, nicotine use of any kind is forbidden by employees at any time in any City of Branson vehicle or City building other than the use of NRTs.

Section 4. Compliance and Resources

Employees are expected to comply with the Employee Nicotine Free Workplace Policy. The City recognizes the importance of supporting its employees in a nicotine-free environment. Employees who utilize tobacco products or any other nicotine delivery system are not required or expected to quit using them off duty, however they are required 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 Nicotine Free policy within their work areas. Violations of the Employee Nicotine Free policy will be subject to the standard disciplinary actions of the City, as described in Administration Rule # 4 of this Human Resources Manual.

The above Administrative Rule is hereby established and adopted in accordance with the Human Resources Manual of the City of Branson, Missouri.

Stanley E. Dobbins, City Administrator

Date