



Town of Georgia  
Tobacco Free Policy

Approved February 10, 2020

**Table of Contents**

1	Purpose .....	1
2	Policy .....	1
3	Procedure.....	1

## 1 Purpose

- 1.1.1 To protect the health, safety and comfort of citizens, employees and visitors of The Town of Georgia.
- 1.1.2 Smoking is the leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease and cancer. The Town of Georgia recognizes the hazards caused by tobacco use and exposure to secondhand smoke.
- 1.1.3 This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content) and it applies to both employees and non-employee visitors of the Town of Georgia.

## 2 Policy

- 2.1.1 No use of tobacco products, including cigarettes, smokeless tobacco and electronic cigarettes, is permitted within the facilities or on any property of the Town of Georgia at any time.
- 2.1.2 "Property" means the town's facilities "curb to curb" including offices, grounds, garages, adjacent sidewalks, parking lots/ramps, company owned vehicles and employee vehicles parked on Town property.

## 3 Procedure

- 3.1.1 Staff, visitors and citizens will be informed of the Town of Georgia tobacco-free policy through signs posted throughout properties owned and operated by the Town of Georgia.
- 3.1.2 The Town of Georgia will assist employees who want to quit tobacco by helping them access smoking cessation programs and materials
- 3.1.3 Any citizen or visitor observed using tobacco or electronic cigarettes on Town owned property will be asked to discontinue in a tactful manner.
- 3.1.4 Any employee violation of this policy will be handled through the Town Personnel Policy's standard disciplinary procedure.