

## **2 - EMPLOYMENT**

### **2.17 – Smoking/Tobacco Free Policy**

Revised: July 1, 2007

Revised: December 2018

In compliance with the Iowa Smokefree Air Act ([7/1/08](#)), the City of Marshalltown has established a smoke-free workplace. All City-owned buildings, facilities and vehicles are smoke-free. All tobacco usage, including smoking and smokeless tobacco, as well as electronic cigarettes, is prohibited in all City-owned buildings, facilities, vehicles and equipment, and on all public grounds owned by the City except in designated areas in accordance with the Iowa Smokefree Air Act.

The City may establish a designated smoking area at each facility. This area must be located in the building's parking lot away from all building entrances, at least 10 feet, and must not adversely impact other employees or the general public. Please contact your supervisor to identify these designated smoking areas. Employees who choose to smoke, use tobacco, or use electronic cigarettes, must do so in accordance with this section and during normal meal and break periods. Employees are not provided additional time away from work to smoke, use tobacco products, or electronic cigarettes. Violation of this policy may lead to disciplinary action, up to and including termination. Information for smoking cessation will be made available for any employee wishing to quit the use of tobacco products. For more information please contact the Human Resources Department.