

SMOKING BAN IN ALL CITY-OCCUPIED FACILITIES AND OPERATED VEHICLES

I. PURPOSE:

The following guideline establishes policies and procedures for a total ban of smoking in all work places within City-occupied facilities and City-owned vehicles.

II. RESPONSIBILITY:

Responsibility for implementing this ban rests with the City Manager, and responsibility for compliance rests with every Department Director and all Supervisors.

III. DEFINITION:

For purposes of this procedure guideline, the following definitions will apply:

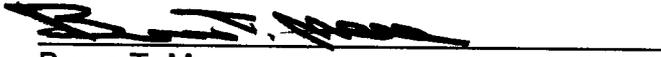
- A. City occupied facilities shall mean any office, meeting room or other location utilized primarily by City Employees for the performance of job duties, transacting City business, conducting informational sessions or for break and/or lunch periods. This ban also applies to hallways, staircases, restrooms and similar areas within City facilities.
- B. City-operated equipment shall mean any motorized conveyance utilized to transport any City Employee or material which is utilized in the performance of the employee's job duties.

IV. POLICY:

Effective January 1, 1994, the City of Little Rock banned smoking from all City-occupied facilities and City-owned vehicles. Smoking will be allowed only in designated areas outside the following facilities:

- A. City Hall Complex: The designated smoking area is the eating area immediately outside the east side basement exit on Broadway Street.
- B. For all other City Facilities, the designated smoking area shall be determined by the Department Director and subject to approval by the City Manager.

Approved:

A handwritten signature in black ink, appearing to read "Bruce T. Moore", is written over a solid horizontal line.

Bruce T. Moore
City Manager