



CITY OF PROVIDENCE

7.2 SMOKE-FREE WORKPLACE POLICY

Purpose

The City of Providence is committed to providing a safe and healthy work environment for all employees, constituents and clients. In accordance with the Rhode Island Smoke-Free Workplace Law and the City's dedication to promoting the health and well-being of its workforce. This policy is intended to ensure public health, safeguard employees, property, equipment, and create a welcoming environment for employees and visitors.

Scope

This policy applies to all employees including full-time, part-time, temporary, interns, fellows, volunteers and contract employees at any property owned or leased by the City of Providence including all municipal buildings, grounds, parking areas, and vehicles.

Definitions

Smoking: For the purposes of this policy, "smoking" is defined as the inhalation or exhalation of smoke from any lighted cigarette, cigar, pipe, electronic cigarette (e-cigarette), or any other lighted or vaporized product that may be inhaled. "

Combustible: Any substance or item that is ignited, burned, smoldered, or produces smoke, ash, or airborne particulate matter through combustion, including but not limited to incense, sage, candles, herbal products, tobacco products, cannabis products, or any other material intended to be burned for scent, ceremonial, recreational, or other purposes.

Tobacco products: include, but are not limited to, cigarettes, cigars, pipes, smokeless tobacco, and e-cigarettes.

Policy

The City prohibits smoking and the use of tobacco, vape, and any other smoking and combustible products on municipal property, and in municipal vehicles.

1. **Prohibited Smoking Areas:**

In alignment with Rhode Island General Law Chapter 23-20.10, the Public Health and Workplace Safety Act, smoking is prohibited in the following areas:

- A. Inside any City-owned or leased building.
- B. Inside any City-owned or leased indoor workplace, including offices, meeting rooms, and common areas.
- C. Any outdoor area where smoke or vapor can migrate into the areas listed above.
- D. Inside any City-owned or leased parking garage or parking lot.
- E. Inside any City-owned or leased vehicle.

2. **Smoke-free Zones:**

City-owned or leased buildings are designated as smoke-free zones. Smoking is prohibited within fifty (50) feet of any building entrance, exit, or air intake. This includes areas immediately outside the entrance to prevent the migration of smoke or vapor into the building.

3. **Electronic Cigarettes and Vapor Products:**

The use of electronic cigarettes (e-cigarettes) and other vapor products is prohibited under this policy. These products emit a vapor containing nicotine and other chemicals, which poses health risks. In accordance with



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Rhode Island State Law and this policy, electronic nicotine delivery systems are treated the same as traditional tobacco products.

4. **Posting of Signs:**

As required by the Public Health and Workplace Safety Act, the City of Providence has posted "NO SMOKING" signs, or the international "NO SMOKING" symbol, in all designated smoke-free areas. Employees and visitors are encouraged to report any tampering or removal of these signs to the Department of Public Property at (401) 680-5300.

5. **Compliance and Enforcement:**

Employees found smoking in prohibited areas will face progressive disciplinary action, in line with the City's disciplinary procedures. Department directors and supervisors are responsible for ensuring compliance with this policy within their respective departments.

6. **Support for Employees Who Wish to Quit Smoking:**

- A. The City of Providence recognizes the challenges associated with smoking addiction and supports employees who wish to quit smoking. Resources for smoking cessation programs, counseling, and support groups are available to employees through the City's Employee Assistance Program (EAP).
- B. Employees are encouraged to contact the Department of People and Culture | Total Rewards or Employee Experience, for information on available assistance and benefits related to smoking cessation.

7. **Compliance and Enforcement:**

Employees found in violation of this policy may be subject to corrective and/or disciplinary action up to and including termination of employment.

Related Policies:

Drug & Alcohol-Free Workplace Policy
Discipline Policy
Code of Conduct

Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)