

4-04 TOBACCO-FREE WORKPLACE

1. **General Policy** – The City is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.
2. **Employee Responsibility** – All employees are prohibited from use of tobacco products (including chewing tobacco and e-cigarettes) throughout the workplace, including all City buildings, vehicles, and equipment. Use of tobacco products (including chewing tobacco and e-cigarettes) is also prohibited within 25 feet of any entranceway, exit, open window, or air intake of City buildings.

4-05 VIOLENCE-FREE WORKPLACE

1. **General Policy** – The City is committed to maintaining a safe and efficient working environment where employees and the public are free from the threat of workplace violence.
2. **Employee Obligations** –
 - Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to, assault, fighting, or foul, abusive, or threatening language or gestures.
 - Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws and City Code.
 - Employees must immediately report all incidents of violation of this policy to their supervisor.