


Policy Title:	Tobacco-Free Workplace		
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Human Resources
		Administrative Policy #	
		Revision #	N/A
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	5/24/19
Implementation Date			

1. AUTHORITY

- 1.1. Public Act 188 of 2009 Michigan Smoke-free Air Law.

2. OBJECTIVE

- 2.1. To establish Detroit Water and Sewerage Department's (DWSD) tobacco-free workplace policy.

3. PURPOSE

- 3.1. To provide a safe and healthy environment for all DWSD employees and customers to contribute to an enjoyable DWSD interaction.

4. DEFINITIONS

“Designated smoking area” means outdoor areas on DWSD property that have been identified as ‘smoking allowed.’

“Impaired” means the employee is functioning poorly or incompetently and unable to perform the duties (essential or secondary) of his or her job safely and effectively.

“In the workplace” means the entry upon or presence on DWSD property, including the parking lot, driveway or any other DWSD premises or work sites, and DWSD vehicles or private vehicles parked on DWSD premises or when on DWSD business in any location or capacity.

“Smoking” or “smoke” means the act of lighting, smoking or carrying a lit or smoldering cigar, cigarette, e-cigarette or pipe of any kind.

“Tobacco” means cigarettes, cigarillos, cigars, pipes, electronic cigarettes, oral tobacco or “spit” tobacco.

“Tobacco-Free” means the prohibition of tobacco use outside of designated areas while on DWSD property and is a designated area in which tobacco use is prohibited to protect the safety of employees as well as DWSD property.

5. SCOPE

- 5.1. This policy applies to all DWSD employees, contractors, student interns, volunteers, customers, visitors and other persons on DWSD premises.
- 5.2. This policy applies to all areas of buildings occupied by DWSD employees, all DWSD sponsored offsite conferences and meetings, and all vehicles owned or leased by DWSD.

6. RESPONSIBILITIES

6.1. Human Resources

- 6.1.1. The Human Resources Director is responsible for publishing this policy; communicating this policy to all employees; review, approval and publishing of divisional standard operating procedures; and updating this policy as necessary.

6.2. Facilities

- 6.2.1. Facilities is responsible for ensuring that all designated outdoor smoking areas are clearly identified at all DWSD facilities.

6.3. Employee

- 6.3.1. Employees are responsible for being familiar with and fully complying with this policy
- 6.3.2. Employees shall be knowledgeable of all outdoor areas designated for tobacco use, as well as areas that have been designated as 'smoke-free' (i.e. any area contained within a structure of DWSD, as well as any outdoor worksite where work is being performed).

7. POLICY

- 7.1. Employees are prohibited from using tobacco products outside of designated areas on DWSD property.
- 7.2. Employees shall only visit designated outdoor tobacco-use areas while on breaks or lunch breaks at the time(s) they are allowed to leave their work station.
- 7.3. Employees shall not smoke in any DWSD-owned vehicle.
- 7.4. The use of tobacco products while in tobacco-free zones while on DWSD property is grounds for discipline, up to and including termination.

7.5. Reasonable and Necessary Accommodations

- 7.5.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

8. PROCEDURE

- 8.1. **Report.** An Employee who suspects a violation of this policy has occurred is encouraged to notify their direct supervisor or Human Resources. Reports may also be made anonymously on DWSD's Fraud, Ethics and Safety Hotline.
- 8.2. **Investigation.** The Human Resources Division or the Fraud, Ethics and Safety Hotline Committee will determine the extent of investigation to be conducted based upon the nature of the report.
- 8.3. **Corrective Action**
 - 8.3.1. The Human Resources Division shall determine the appropriate corrective action for sustained complaints.
 - 8.3.2. Failure to comply with this policy is a violation of DWSD's Employee Standards of Conduct policy and may lead to disciplinary action according to DWSD's Disciplinary policies.