

The same applies to all safety clothing and safety items furnished by the department (safety shoes, safety glasses, hard hats, etc.). The City provides an allowance toward the purchase of approved steel-toed safety shoes and prescription safety glasses for certain full-time personnel.

City-furnished uniforms should only be worn while you are on duty or going to and from work. They are not to be worn after work hours, for non-work related purposes, or made available to non-employees. Uniforms that have a City or division logo should have all patches removed and appropriately disposed of when ready for replacement.

### **SMOKING/USE OF TOBACCO PRODUCTS**

In keeping with our intent to provide a safe and healthy work environment, smoking and use of tobacco products is prohibited throughout the workplace.

Smoking is prohibited by employees, volunteers, contract personnel and the public in any vehicle, building or structure owned or leased by the City for any municipal purpose. Use of other tobacco products (such as chewing tobacco or snuff) within any vehicle, building or structure owned or leased by the City is also prohibited.

If you smoke or use tobacco products, you are required to use a designated smoking area located outside City buildings.

Employees who smoke or use tobacco products are encouraged to contact Human Resources for information on tobacco cessation programs that may be available to them.