**POLICY TITLE: Smoke-free Workplace**

**POLICY NUMBER: 3515**

3515.1 Smoking is prohibited within the buildings, facilities and vehicles of [DISTRICT NAME]. Those who smoke are requested to do so outdoors away from entrances or windows of buildings and covered parking lots.

3515.2 Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.

3515.2.1 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc.