



## AE VITAL RECORD

City of Austin – Austin Energy

Effective Date: 4/1/2018

<b>Guidelines and Work Processes</b>		
<b>Title: Tobacco-free Worksite Policy</b>		Workgroup: Austin Energy Corporate Support Services
Document #: Click or tap here to enter text.		Revision No.: 1
GWP Owner: Jeffery Hill	Review Owner: Jeffery Hill/512 505-3726/Jeffery.Hill@austinenergy.com	
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	Last Review Date: 1/31/2018	Next Review Date: 1/31/2019

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### DESCRIPTION/PURPOSE

Austin Energy is committed to providing a safe and healthy worksite and promoting the health and well-being of its employees. Personal health and safety hazards related to use of all tobacco products are numerous and have been well documented. The health hazards related to smoking affects both smokers and non-smokers who are exposed to second-hand smoke. We care about the health and safety of every employee, contractor, and visitor and our intent is to provide all with a work environment conducive to good health and safety.

### DEFINITIONS

Term	Definition
Employees	Includes regular employees (full or part-time), temporary employees, and interns.
Worksites	The facilities and grounds that are owned, operated or leased by Austin Energy, including buildings, parking lots, and Austin Energy owned and leased vehicles. This includes parking garages, parking lots, and personal vehicles parked within worksite boundaries of Austin Energy. This include job field sites.
Tobacco Use	Use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic smoking devices, and any non-FDA approved nicotine delivery device.
Electronic Smoking Device	Any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation which simulates the smoking of a tobacco cigarette, pipe or cigars. "Electronic smoking device" includes any such device, whether manufactured, distributed, marketed, or sold as an Electronic smoking device, an electronic cigar, an electronic cigarillo, an electronic pipe, electronic hookah, or under any other similar product name or descriptor, and any aerosol, liquid, or vapor used in such a device. The term electronic smoking device does not include any asthma inhaler or other device that may be specifically approved by United States Food and Drug Administration as a nicotine delivery device.



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### SCOPE

This policy applies to the following individuals at all times while on Austin Energy worksites and while conducting Austin Energy business:

- Employees
- Visitors
- Contractors and consultants

This policy will be clearly communicated to all employees, prospective employees, and visitors to our worksites.

All job announcements and postings will include language indicating that Austin Energy adheres to tobacco-free worksites policy and use of tobacco products is not acceptable at any current or future worksite locations.

A section on the tobacco-free worksite policy is included in the required orientation program for all Austin Energy employees. All RFPs and RFQs will clearly communicate that our worksites are tobacco-free.

### RESPONSIBILITIES

- Self-enforcement is expected.
- All employees are encouraged to communicate the tobacco-free worksite policy with courtesy and diplomacy to other employees, visitors, and vendors.
- Violations may be reported by employees to their supervisor/manager or the supervisor/manager of the employee breaching the policy.
- Compliance with the tobacco-free worksites policy is mandatory for all employees, contractors, and persons visiting Austin Energy, with no exceptions. Violations will be enforced through established City of Austin and Austin Energy personnel policies and procedures.

### GUIDELINES/PROCESS

Tobacco use and electronic smoking device use are not permitted at any time on Austin Energy worksites, including personal vehicles parked in Austin Energy parking lots, including future acquired worksites, as follows:



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Effective April 1, 2018:

- Town Lake Center (TLC) 721 Barton Springs Road, Austin TX 78704

Effective July 2, 2018:

- St. Elmo 4411 Meinardus Dr.
- St. Elmo Warehouse 4411 W Meinardus Dr,
- BUCC 8003 Decker Ln.,
- Kramer C 2412 Kramer Ln.,
- Kramer E 2526 Kramer Ln.,
- Kramer D 2412 Kramer Ln.,
- Justin Ln. 906 Justin Ln.,
- Decker Steel Yard 10001 Decker Ln.,
- Holly 2400 Holly St,
- Decker Power Plant 8003 Decker Ln.,
- Sandhill Energy Center 1101 Fallwell Ln.,
- Domain 3120 Kramer Ln.,
- 811 Bldg. 811 Barton Springs,
- DCP 1 300 San Antonio St.
- DCP II 410 Sabine St.,
- SCC 2500 Montopolis Dr,
- Rosewood Payment Center 2800 Webberville Rd.,
- 31 Call Center 1520 Rutherford Ln. Bldg. 4,
- Muller Energy Center 4901 Lancaster Dr.,
- USCS (Ohlen Rd.) 8716 Research Blvd. #115,
- Yager Ln. 2405 E. Yager Ln.,
- Todd Ln. 4122 Todd Ln,
- CTECC 5010 Old Manor Rd.
- UCC 5202 E. Ben White Blvd.

There will be no designated tobacco use areas on Austin Energy worksites.

Littering of tobacco-related products on the grounds or parking lots is also prohibited.

Austin Energy strives to be a good neighbor in the community, and as such we discourage the use of tobacco products on the property of nearby businesses and residences.



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### REVISION HISTORY

Revision	Date	Revised By	Revisions Made

### REVIEW LOG

Date	Reviewed By	Reviewer's Title



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### APPROVALS

GWP Owner	
Printed Name:	Jeffery Hill
Signature:	
Title:	Director of Austin Energy Corporate Support Services
Date:	

Records & Information Management	
Printed Name:	
Signature:	
Title:	
Date:	