



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.4
TO: City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Tobacco-Free Workplace Policy
DATE: April 19, 2022
<i>Supersedes and replaces Administrative Order 2.4, dated March 27, 2013 regarding same subject.</i>
PROPONENT: Division of Human Resources

1. PURPOSE

The City of Dublin strives to maintain a safe, healthy, productive, and professional working environment for all employees. We are committed to building and reinforcing a "culture of health." The City desires to model healthy behaviors and to help employees improve their health.

2. POLICY

A. In the interest of maintaining a healthy and professional working environment, the use of all types of tobacco products by all employees is prohibited in all City-owned or leased facilities, vehicles, or equipment and on all City-owned or leased property and grounds.

B. This policy also applies to employees while representing the City in an official capacity i.e. with the public, at a conference/seminar, other jurisdictions, etc. that employees refrain from the use of all tobacco products to uphold the City's professional image and reputation.

C. To assist tobacco users, the City will continue to make available tobacco cessation programs. Questions regarding this program may be directed to the wellness coordinator.

D. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco and non-tobacco users. All employees share the

responsibility for always following this policy. Failure to comply with this policy may result in appropriate disciplinary action including suspension or dismissal.

E. Strict, rigorous, and consistent enforcement of this policy is always expected by all Directors, Managers, and Supervisors to maintain a tobacco-free workplace.

3. BACKGROUND/SUPPORT FOR POLICY

A. Smoking in all facilities serving the public is a violation of Section 3794 of the Ohio Revised Code. Although the use of smokeless tobacco in the workplace is not unlawful, it is inconsistent with the City's philosophy to build and reinforce a "culture of health."

B. Tobacco-free workplace policies are not new. The nation's leading public health agency, the Centers for Disease Control and Prevention (CDC), has had a tobacco-free workplace policy since 2005. Most major hospitals have also adopted tobacco-free workplace policies.

C. The City cares about its workforce and is concerned about the negative health effects that tobacco products can have on its employees. The negative effects of tobacco use have been well documented, as cited by the CDC:

"An estimated 44.5 million adults in the United States smoke cigarettes and more than 8.6 million Americans currently suffer from at least one serious illness caused by smoking. Use of smokeless tobacco, cigars, pipes, bidis, and other tobacco products also lead to disease and death. Therefore, this policy is designed to include all tobacco products. Because there is no safe tobacco product, the only logical action is to promote a campus that is tobacco free."

As cited by the CDC, the health effects of smokeless tobacco are listed below.

D. Cancer

(1) Tobacco contains 28 cancer-causing agents (carcinogens).

(2) Tobacco is a known cause of human cancer; it increases the risk of developing cancer of the oral cavity.

E. Oral Health

(1) Tobacco is also strongly associated with leukoplakia – a precancerous lesion of the soft tissue in the mouth that consists of a white patch or plaque that cannot be scraped off.

(2) Tobacco is associated with recession of the gums, gum disease, and tooth decay.

F. Reproductive Health

(1) Tobacco use during pregnancy increases the risks for pre-eclampsia (i.e. a condition that may include high blood pressure, fluid retention, and swelling), premature birth, and low birth weight.

(2) Tobacco use by men causes reduced sperm count and abnormal sperm cells.

G. Nicotine Addiction

(1) Tobacco use can lead to nicotine addiction and dependence.

(2) Adolescents who use tobacco are more likely to become cigarette smokers.

(3) Tobacco is not a safe substitute for smoking cigarettes.

H. The City desires to support its employees to be productive team members. An American Productivity Audit found that tobacco use was a leading cause of worker lost production time – more than alcohol abuse or family emergencies.

I. The City also desires to support its employees' goals to be tobacco free. Among adult tobacco users, 70% report that they want to quit completely, and more than 40% report that they try to quit for at least a 24 hours each year.

J. Tobacco use, more than any other known health factor, results in a disproportionate impact on the rising cost of healthcare and, in general, the cost to the City health insurance plan. On average, the cost is an additional \$3,000 annually per healthy tobacco user compared to non-tobacco users. Non-healthy tobacco users cost even more. As a self-insured entity, when the City incurs these avoidable expenses, it means that new plan features cannot be funded or may eventually result in additional costs being passed along to plan members.