



CITY OF KINSTON Personnel Policy

Subject: Smoking Policy Appendix A	Section: General Provisions		Review Responsibility: Director of Human Resources		
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Appendix A

Designation of Smoking Areas

City facilities will be smoke-free with the exception of the following designated smoking areas. These areas are subject to change by the department, but should remain as part of the inside building space whenever possible. Entrance spaces (inside and outside) to main City facilities, such as, Public Service Complex, City Hall, Public Safety, Recreation and Hannibal Annex should be avoided as designated smoking areas.

Designated Smoking Areas

City Hall: Porch outside behind City Hall
Side door of City Hall facing Independence St

Public Safety:

Fire Station 1: Outside Rear of Station
Station 2: Outside Rear of Station
Station 3: Outside Rear of Station
All smoking areas are posted

Police Outside back door that leads to break room
Porch outside behind City Hall

Public Services:

Fleet Maintenance Northeast corner of garage between sink and entry door (door shall be open)

Shipping Warehouse Outside South side next to loading dock and entry door

Complex Just inside the first bay door when entering the warehouse from the main administrative offices near Ice Machine (door shall be open)

Outside North entrance near Large Training Room

Kitchen South side across from Communications fan must be operating and smokers must be inside the kitchen not in the hallway.

All smoking areas are posted

Recreation: Posted Sign- Smoke Free Facility

