

County of Allegan

Category: Administrative Policy
Number: 209
Approved: March 22, 2012
Revised:
Resolution:
Subject: **TOBACCO-FREE WORKPLACE POLICY**

1.0 Purpose:

This policy is designed to provide a healthy and safe environment for all persons on County property, to assist employees and others in becoming and remaining tobacco-free, and to promote a positive image of the County in the community.

2.0 Policy:

2.1 The sale or use of tobacco products by any person (included but not limited to elected officials, employees, volunteers, and contract personnel) is prohibited in or on County property with the exception of designated areas and private vehicles.

3.0 Policy Definitions:

3.1 "Tobacco products" shall mean all types of tobacco preparations and includes tobacco that is smoked, inhaled, chewed, or placed in a person's mouth.

3.2 "Use of tobacco products" shall mean the open display and/or use by a person of a lit or unlit cigarette, cigar, pipe, or other smoking device (including electronic cigarettes), the inhaling or chewing of a tobacco product, and/or the placement of a tobacco product in a person's mouth.

3.3 "Tobacco use cessation products" shall mean prescription and over-the-counter medications proven to be an effective component of tobacco use cessation treatment. These include nicotine gum, patches, inhalers, and oral medications.

3.4 "County property" shall mean all buildings, facilities, structures, vehicles, lands, grounds, and parking lots owned, leased, or otherwise controlled by the County.

3.5 "Designated areas" shall mean locations strategically placed a minimum of 25 feet away from the buildings that provide a no-but bin; see attached map.

3.6 "Private vehicles" shall mean vehicles owned by but not limited to elected officials, employees, volunteers, and contract personnel.

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4.0 Procedure

- 4.1 Signs will be posted at strategic locations around County property to notify persons of this policy.
- 4.2 Employees are authorized to communicate this policy with courtesy and diplomacy. Informational cards outlining the policy will be available to distribute to visitors.
- 4.3 Employees will be informed of the policy through informational materials and meetings and training sessions. New employees will be informed during orientation and departmental training provided by their supervisors.
- 4.4 The County will assist elected officials and employees who wish to quit using tobacco by facilitating access to recommended tobacco use cessation programs and materials.
- 4.5 Employees who violate the policy will be subject to disciplinary action up to and including termination of employment. Volunteers and contract personnel who violate this policy may have their assignment terminated.
- 4.6 Elected officials, department heads, and supervisors are expected to educate employees, volunteers, and contract personnel about this policy and ensure that the policy is implemented and enforced.