



Smoking & Tobacco Use Policy

Effective Date: November 2020

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Board of Commissioners (BOC)
Related Policies	Conduct and Performance Policy
Related Standards	N/A
Storage Location	iCobb
HR Last Review Date	November 2020
HR Next Review Date	November 2023
HR Review Cycle	Every 3 years

1. PURPOSE

To provide regulations concerning smoking and using other tobacco products in County facilities, in County vehicles, and on County premises.

2. SCOPE

~~This policy affects All Employees. If you have questions regarding these policies/standards, contact XXXXX.~~

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Guidance	Section
Georgia Smokefree Air Act of 2005	O.C.G.A. 31-12A-1 et seq.
And all other applicable laws and regulations	

4. DEFINITIONS

“Other Tobacco”/ “Other Tobacco Products” - other tobacco products include smoked tobacco products such as cigarettes, cigars, bidis, vapes, pipes, etc. Chewed tobacco products include chewing tobacco, snuff, dip, snus, etc.

“Smoking” – the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.

“Vaping” – the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

5. POLICY

In accordance with the Georgia Smokefree Air Act of 2005, smoking (to include vaping) is prohibited in all County buildings, vehicles, and some County facilities. In addition, the use of other tobacco products is prohibited in all County buildings, vehicles, and some County facilities.

6. PROCEDURES

A. Smoking or other tobacco use is not permitted in any building or facility owned, leased or operated by the County.

B. Smoking is not permitted on County premises in:

- Areas through which employees, as part of their work responsibilities, are required to enter a County building or facility; and



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- Areas where an air ventilation system would cause air to be recirculated through or infiltrate parts of the building; and
- Any enclosed areas, including, but not limited to, elevators, hallways, restrooms, lobbies, stairways, conference and meeting rooms, private offices, employee lounges, common work areas, classrooms, and breakrooms.

C. Smoking or other tobacco use is not permitted in any County owned or leased vehicle.

D. Ashtrays and other extinguishment receptacles are not permitted inside County buildings, in major thoroughfares, or at or near the entrance or air intake system of a County building or in any area(s) posted with "NO SMOKING" signage.

E. Employees may smoke or use other tobacco products only during official work breaks; "smoke breaks" are not authorized. Employees who smoke or use other tobacco products during their official work break must avoid such activity in prohibited areas.

F. Recruitment advertisements shall clearly communicate that employees will be working in a "smoke free environment."

G. Employees who smoke or use other tobacco products in prohibited areas or who take unauthorized breaks for the purpose of smoking or using other tobacco products should be reported to the supervisor or manager for appropriate corrective action.

H. Managers and supervisors shall handle all violations of this policy in accordance with the Conduct and Performance Expectations.

7. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

8. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	04-1987		Adoption
	04-2006		Revision
v. 1.0.2020	11-2020		Reformat