

# Smoking and Tobacco Use Policy

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*Effective Date: Adopted 4/87, Revised 4/06*

**§-I. PURPOSE** To provide regulations concerning smoking and using other tobacco products in County facilities, in County vehicles, and on County premises.

**§-II. SCOPE** All Employees.

**§-III. POLICY** In accordance with the Georgia Smokefree Air Act of 2005, smoking will be 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.

## **§-IV. 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
- 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.