



## DINWIDDIE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

### TOBACCO PRODUCTS AND SMOKING

*Effective May 15, 2015*

#### POLICY

Dinwiddie County is committed to providing a comfortable, healthy, and safe work environment while promoting the health and wellbeing of its visitors, employees, and volunteers. This policy provides guidance for visitors, County employees and volunteers on use of tobacco products and smoking on County property and in County buildings and vehicles. Compliance with this policy is necessary to avoid hazards caused by exposure to smoke and life-threatening diseases linked to the use of all forms of tobacco.

#### DEFINITIONS

- A. County Property:** Any property owned or leased by the County of Dinwiddie, Virginia or the Board of Supervisors of the County of Dinwiddie, Virginia including but not limited to Parks and Recreation facilities, Refuse Waste facilities, Government Offices, and County vehicles.
- B. County Buildings:** Any covered structure owned or leased by the County of Dinwiddie, Virginia or the Board of Supervisors of the County of Dinwiddie, Virginia including but not limited to, Refuse Waste Attendant buildings, Fire houses, and Office Buildings.
- C. Smoking:** Practice in which a substance is burned and the resulting smoke is breathed in to be tasted or inhaled.
- D. Tobacco Related Products:** Items that are tobacco related products include but are not limited to cigarettes, cigars, chewing tobacco, electronic smoking devices, and pipes.

#### PROCEDURES

##### **A. Tobacco Use**

Smoking and use of tobacco related products are prohibited in all County Buildings and County vehicles. Furthermore, smoking and use of tobacco related products are prohibited within a 50 foot radius of all County Buildings.

1. Employees and volunteers shall not use tobacco products while operating a vehicle owned or leased by the County.
2. County employees and volunteers who smoke or use tobacco related products while on County Property must:
  - a. Utilize designated smoking areas, if provided
  - b. Remove all related trash
  - c. Not interfere with traffic

3. County employees who smoke or use tobacco related products while on County Property must:
  - a. Avoid congregating in approved smoking areas
  - b. Utilize approved smoking areas only during authorized break and meal times
4. Employees who violate this policy will be disciplined according to the Standards of Conduct policy outlined in the County personnel manual.
5. Volunteers who violate this policy will be requested to become compliant; refusal to comply may result in removal.
6. Visitors who violate this policy will be requested to become compliant.

**B. Smoking Cessation**

Employees, volunteers, and visitors are encouraged to improve their health by avoiding the use of tobacco related products.

1. Employees, volunteers, and visitors are authorized to utilize nicotine patches and lozenges while in and on County property.
2. Employees are encouraged to participate in CommonHealth's Quit for Life program which is provided at no cost to employees, spouses and dependents over age 18 who are eligible to participate in The Local Choice benefits program. Additional information regarding this program is available at <http://commonhealth.virginia.gov/tlc/quitforlife.htm>.

**Distribution of Tobacco Products and Smoking Policy to County Employees; Employee Acknowledgement**

A copy of the Tobacco Products and Smoking Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement Form and returning it to Human Resources for filing in the respective employee's personnel file. All new hire employees shall receive and acknowledge receipt of the Tobacco Products and Smoking Policy when completing new hire orientation.

Approved by: \_\_\_\_\_

County Administrator

Date: \_\_\_\_\_

Date

**CERTIFICATE OF RECEIPT**

Your signature below indicates your receipt of the Tobacco Products and Smoking Policy. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_