



## Personnel Policy

### Smoke and Tobacco Free Grounds and Facilities

Control Number	Policy Date	Revision Date
HR032	08/13/2019	03/04/24

### Purpose

To maintain smoke and tobacco free facilities, vehicles, equipment and buildings and provide guidelines for the restrictions of smoking and tobacco use

### Scope

All Scotland County Employees

### Smoking/Tobacco Defined

Smoking and tobacco use includes, but is not limited to the following:

- Carrying, smoking, burning, inhaling, exhaling any lighted device, pipe, cigar, cigarette, hookah, plant, herbs, or any other lighted smoking equipment.
- Any products containing or delivering nicotine intended or expected for human consumption, such as snuff or chewing tobacco.
- Any electronic delivery system that uses a mechanical heating element, battery, or electronic circuit to heat a liquid nicotine solution or other substance.

### General Statements

County owned/leased buildings, vehicles, equipment, or other enclosures are "Smoke/Tobacco Free" areas.

Smoking and Tobacco use will be restricted to only designated areas as determined by Department Heads. Designated areas will be away from building entrances.

Employees are permitted to use smoke/tobacco products during breaks, as long as this does not interfere with work, fitness for duty, or professional appearance.

Employees are responsible for securing and properly disposing of any traces of litter or tobacco use on the ground or anywhere else.

### Disciplinary Action

Violations of this policy are subject to disciplinary action, up to and including termination.

### Reference

Replaces: Personnel Policy dated, June 5, 2006, revision dated August 13, 2019  
Article V Conditions of Employment. Section 12. Smoking Policy