



# PERSONNEL POLICY BULLETIN



## Tobacco-Free Environment

### POLICY STATEMENT

Sarpy County is dedicated to the health and wellness of its employees. A tobacco-free environment helps create a safe and healthy workplace. Sarpy County's recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Our Policy to provide a tobacco-free environment by all employees, visitors, contractors, and tenants is established for the purpose of creating a safe and healthy workplace environment.

Sarpy County recognizes that the success of the Policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco users and persons who do not use tobacco.

The Policy Bulletin is effective July 1, 2015. This provides advance notice to tobacco users and provides time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment.

### DEFINITIONS

Tobacco for the purposes of this Policy means all products used in the form of cigarettes, pipes, cigars; smokeless tobacco also known as spit tobacco, chewing tobacco, dip, chew, or snuff; and any other non-combustible tobacco product in any form.

### PROVISIONS

Use of tobacco is not permitted within the facilities or on the property of Sarpy County at any time including, but not limited to:

- Lawns, sidewalks, and all parking lots;
- County leased property;
- County vehicles; and
- In personal vehicles, when transporting persons on authorized business.

### COMPLIANCE AND ENFORCEMENT

It is the responsibility of every Sarpy County employee to encourage compliance with this Policy Bulletin and to do so in a way that is positive and responsive to the County's expressed desire to be a role model in the community.



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Similarly, it is the responsibility of each Elected Official and Department Head to enthusiastically ensure that there is consistent adherence to the Policy Bulletin.

### **Employee Compliance**

Personal compliance is the obligation of each employee. Violation of this Policy Bulletin may result in disciplinary action, up to and including, termination.

Sarpy County will assist employees who wish to quit smoking by helping them access smoking cessation programs and materials available through the Sarpy Strong Wellness Program.

### **Visitor/Guest Compliance**

Visitors will be informed of the County's Tobacco-free Environment Policy by their hosts via the meeting invite, email correspondence, and signs posted throughout the properties owned and operated by Sarpy County.

Employees observing visitors/guests smoking should inform/remind them of this Policy.

If use of tobacco is not then extinguished, an Elected Official/Department Head may then be contacted for enforcement.

The visitor/guest will again be informed that smoking is prohibited on Sarpy County property.

The nature of any additional steps will be left to the professional judgment and discretion of the Elected Official/Department Head.

### **Contractor/Tenant Compliance**

Contractors will be informed of this Policy and their required compliance through a clause in their contracts.

Sarpy County tenants will be informed of this Policy, and they will adhere to its provisions or face potential eviction from County property.

Questions regarding the interpretation of this Policy Bulletin should be referred to an Elected Official/Department Head, County Administration, and/or Human Resources.