

POLICY 103: TOBACCO FREE WORKPLACE

ADOPTED: DECEMBER 14, 2010 (REVISED: JUNE 20, 2017)

Policy:

As of January 1, 2011 Lee County is committed to providing a healthy and safe workplace and promotes the health and wellbeing of its employees and citizens by restricting the use of tobacco products. Lee County Administrative Code 5-5, Clean Indoor Air Policy, discourages the designation of a smoking area within a government building or campus that is accessible by the public.

103:1 GENERAL PROVISIONS

1. Tobacco Free Workplace applies to all regular full-time and part-time employees, volunteers and those covered under Policy 308 Supplemental Workforce.
2. Tobacco products include cigarettes, cigars, chewing tobacco, snuff, pouches, etc. and includes any other nicotine based products or products that simulate the use of tobacco (e.g.: electronic cigarettes). This policy does not apply to employees using nicotine replacement therapy (NRT) on a short term basis while taking steps to quit tobacco products.
3. Employees are prohibited from using tobacco products while on Lee County property and in plain view, except in areas restricted to the public (e.g.: secure facilities such as water treatment plants). Some secure facilities may designate an area for tobacco use because employees may not be able to leave the campus for breaks.
4. Employees are prohibited from using tobacco products in plain view while wearing a Lee County uniform or any item or article of clothing with the Lee County logo.
5. Employees are prohibited from congregating to use tobacco products in plain view to include neighboring properties, offsite meetings, customer and/or vendor properties, etc.
6. The use of tobacco products is not permitted in any motor vehicle or motorized equipment owned or leased by Lee County.
7. Employees utilizing tobacco products during breaks and lunches shall maintain compliance with policies 103:1:3, 103:1:4 and 103:1:6. Employees using tobacco products on breaks cannot congregate in areas off campus. They must enter the pedestrian flow (e.g.: sidewalks) or only use tobacco products in areas designated for such purpose.
8. Violations of this policy may correlate to violations of other Lee County policies to include Policy 101, Behavior of Employees, Policy 102, Attendance and Punctuality, Policy 210, Workplace Safety, etc. and may result in corrective action for repeat offenses up to and including termination of employment.