



**POLICY TITLE:** Tobacco Free Campus

**POLICY NO.:** PR-36

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**I. PURPOSE**

The purpose of this Policy is to establish and maintain the safest possible environment for Washington County's employees and citizens, to minimize adverse effects of tobacco to employees, visitors, volunteers, and citizens; to reduce the risk of fire; to promote health and wellness; to serve as a community role model; to enhance employee productivity; and to reduce healthcare costs.

**II. GENERAL POLICY**

No employee, volunteer, or visitor may use any form of tobacco product on property that is owned, leased, occupied, or operated by Washington County, except in areas designated for tobacco use pursuant to this Policy.

**III. APPLICABILITY**

This Policy applies to all employees, volunteers, and visitors while at, on, or in property that is owned, leased, occupied, or operated by Washington County, including County vehicles.

**IV. PROCEDURE**

- A. Washington County is tobacco-free. This Policy applies to all forms of tobacco products including cigarettes, electronic cigarettes, cigars, pipes, herbal tobacco products, snuff, and chewing tobacco, the use of which is prohibited at, on, or in property owned, leased, occupied, or operated by Washington County, unless otherwise accepted by this Policy.
- B. With the exception of Black Rock Golf Course, the Washington County Agricultural Center, and the Washington County Transit Transfer Center, tobacco use is prohibited at, on, or in all campuses, facilities, and properties owned, leased, occupied, or operated by Washington County, or used for County government functions, including, but not limited to, buildings, parking lots, parks, recreation areas. Tobacco use is also prohibited in all vehicles which are owned, leased or operated by Washington County.<sup>1</sup> Additionally, County employees are prohibited from using tobacco products on private property if they are on private property for County business purposes.

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<sup>1</sup> See Policy No. PR-25 Use of Official Cars and Equipment for guidelines on permitted uses of County vehicles.

- C. Notice of this Policy will be given to employees in writing with formal and informal reminders as necessary for implementation and enforcement. Additional notice of this Policy will be given by the posting of signage at each campus, facility, or property subject to this Policy.
- D. New employees will be made aware of this Policy at orientation for new hires.
- E. Supervisors are responsible for managing the implementation and enforcement of this Policy within their respective work areas. Employees violating this Policy will be subject to progressive disciplinary action. Volunteers and visitors will be asked to cease the activity causing the violation and/or leave the property.
- F. Washington County understands that it is not easy to overcome a reliance on nicotine and is willing to assist in this undertaking. A variety of smoking cessation resources are and will be offered to employees. Employees interested in such resources are encouraged to contact the Department of Health and Human Services for more information.

