

TOBACCO-FREE WORKPLACE POLICY

Introduction

Jackson County is committed to providing a safe and healthy workplace and to promote the health and well-being of its employees. As required by the State of Florida Clean Indoor Act (FCIAA), the following policy has been amended and shall apply to all employees of Jackson county.

POLICY

It is the policy of Jackson County to prohibit tobacco products within all enclosed areas in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy will also include but not be limited to all tobacco related products, which would include, cigarette, cigars, pipes, and any smokeless time product which is intended to be used as a device to aid in smoking or the use of tobacco in any form . It will be the policy of Jackson county not to allow the use of any tobacco product in any form to be used in any and all county owned or leased vehicles.

EFFECTIVE DATE:

This amended policy will be effective : October 1, 2011

SCOPE

This tobacco-free workplace policy applies to the use of cigarettes, cigars and smokeless tobacco to:

- All areas of buildings occupied by county employees.
- All work vehicles and equipment owned or leased by the County.
- All contractors and/or their employees working on County premises.
- All temporary employees.

Smoking is permitted in:

Areas that have been designated by each department for its employees. Tobacco is prohibited throughout all enclosed work areas with no exception.

Receptacles will be provided for disposal of cigarette ends and other waste materials for

smoking and other tobacco materials.

Procedures:

We believe that the spirit of cooperation which is characteristic at the County is adequate to resolve any dispute which arise under this policy. Employees who violate this Tobacco-Free policy will be subject to disciplinary action up to and including immediate discharge.

Resolving complaints about Tobacco-Free workplace Policy:

- Any complaints about the application of the policy to the workplace should be brought to the attention of the Department Head for resolution.
- The complaint should be submitted in writing and identify specific objections. Jackson County will investigate the complaint and resolve it in accordance to the personnel policy.
- No employee should suffer any form of retaliation for rising a complaint or asking questions about this policy.

Statement of understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this Tobacco-Free Workplace policy will be subject to disciplinary action up to and including immediate discharge.

I understand that Jackson County reserves the right to make changes to this policy as may be required.

Employee Print Name

DATE

Employee Signature