

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: CSA HR 2/11	Page: 1 of 1	Number: 1.6
	Reviewed by/Reviewed Date: CSA Exec Team 2/11	Replaces:	Subject: Employee Conduct/ Expectations
Title: <b>Smoking and Tobacco Use</b>		Approved: 3/21/11	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

This policy is to assist and provide a professional, safe and healthy atmosphere for our employees and customers. Additionally, the policy provides procedures to abide by state and local laws related to tobacco use.

**Definition**

Per County Policy 9.53.010, Smoking is prohibited in all county facilities. CSA prohibits smoking and tobacco use in all county facilities and vehicles. Tobacco use means the personal use of any tobacco product, whether intended to be lit or not. Personal use means inhaling, exhaling, ingesting, burning, carrying or holding any lighted tobacco product.

Tobacco use includes smoking all types of cigarettes, electronic cigarettes, cigars, cloves, pipe tobacco or any other device intended to simulate smoking. This also includes but not limited to the use of smokeless tobacco, including snuff; chewing tobacco, smokeless pouches, and other form of loose-leaf smokeless tobacco, and hookahs.

**Procedure**

- A. Employees shall abide by the following:
  1. Refrain from smoking and tobacco use inside any County facility.
  2. Refrain from smoking and tobacco use within 20 feet of a public entrance. Employees will use designated smoking areas of CSA facilities.
  3. Refrain from smoking and tobacco use in any County vehicle, or in a personal vehicle while conducting County business with other County employees.
  4. Refrain from smoking and tobacco use in the field in the presence of CSA customers or children while conducting County business.
  5. Appropriate use of tobacco products is during regularly scheduled break and lunch times. Tobacco use is never appropriate on county time.